

Plymouth State University

Password Change Authorization Code

Important, Confidential Document! Keep in a safe place!

The code on this document is used to setup your electronic account at Plymouth State University. The code is used to set or reset the password you will use for electronic mail, viewing grades, enrolling in classes, paying bills, and much more.

It is important that you keep this document in a safe place! Since it can be used to reset your password at any time, **if anyone else gains access to this code they could change your password and gain access to your academic and financial information!**

We recommend you keep this document in the same place you keep your birth certificate and other important documents. If you have completely forgotten the password to your electronic account you can reset it at any time with this code.

To set up your portal password

Simply follow the directions for changing your password if you do not know your current password. If you ever forget your password in the future you will already have practice on how to change it.

If you would like to change your password and you know your current password

You do not need this card to change your password. Simply go to the site below with a web browser.

https://my.plymouth.edu/password_change.html

You will be prompted for your username and your current password. You will then be asked to enter your new password twice. Once you submit your new password without error you will be able to log into the myPlymouth portal.

To change your password if you do not know your current password

Go to the site below with a web browser.

https://my.plymouth.edu/password_reset.html

You will be prompted for the username and reset code shown at the bottom of this card.

After entering this username and code correctly you will be asked to enter your new password twice. After entering your new password you will be able to log into the myPlymouth portal.

Password Change Authorization Code:

Username:	jemmons
Code:	sfj5-g8GS-sgD9-8pih-sfj5-g8GS-sgD9-8pih