# How To Change Your Password

First, navigate to <u>https://accounts.park.edu/idm/</u>. Enter your Park ID number, and then click "Log In"



Verify your "SiteKey" matches the image you previously selected. Enter your password, and then click "Log In"

Login - Step 2

Please enter your Park University password, then click Log In.

If you cannot remember your password, click Forgot password? If you continue to have problems, please call the Park Student Success Center (PSSC) at 1-877-505-1059, or the IT Help Desk at 1-800-653-3963.

### Enter your Password

If your SiteKey is correct, enter your Password to sign in. If this isn't your SiteKey, do not enter your Password.

SiteKey lets you know you're at the Park University Identity Manager site and not a fraudulent site.



## Click the link labeled "Change your password"



### Enter your current password first, and then enter your new password twice. Click submit.

# Change Your Password Log Out To change your password, please enter a new password below and click Submit. This action will set the password for systems that use your park ID. Please be aware, although most systems will update with your new password immediately, it can take several hours for your password to update in eCollege. WARNING: If your Park University email account is setup on your phone or smart phone you will need to manually reset the password on it. Passwords must conform to the following rules: Must be between 8 and 50 characters in length. Must contain at least one number, at least one upper case letter, and at least one lower case letter. Must not contain any special characters (restricted by eCollege). Must not contain your Park ID. Current Password: Confirm Password:

### Be sure to log out.

