

INTERACTIVE COLLEGE OF TECHNOLOGY

How To: Retrieve Lost or Forgotten MyCampus Login Password

<http://mycampus.ict.edu>

MyCampus Guide

9/9/2013

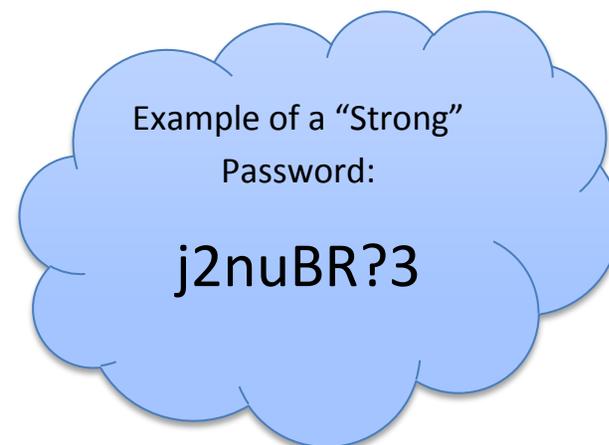
This mini-guide will show you how to recover your lost MyCampus password. You will need your ICT Student Email Account to make sure this process works correctly. If you are unsure of your ICT Student Email information, please notify your instructor.

Your instructor will have a default username and password for you. If you need assistance please let them know.

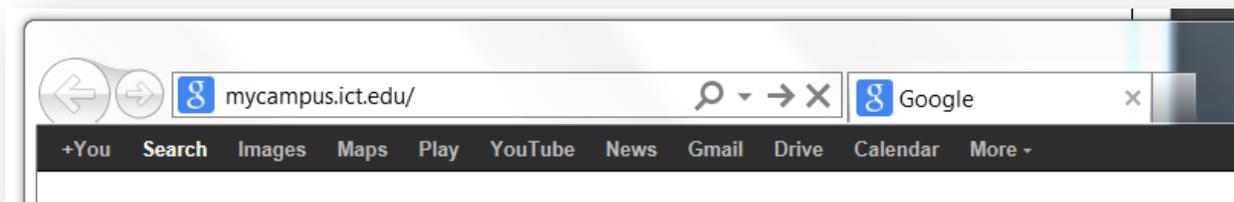
If you know your User Name but have forgotten your password, please follow these steps:

1. Go to <http://mycampus.ict.edu>
2. Click on the **Lost Password?** link underneath the login fields.
3. Enter your username or your ICT-ILS email address. Hint: your user name is usually your first initial plus your last name, i.e. John Doe has a username jdoe.
4. Check your **student email** for directions on how to setup your new password.
<http://webmail.ict-ils.edu>
5. Follow directions on the email to create your new password.
6. On the right side of the page, find the **Settings** box and click on My Profile Settings.
7. Click on “Change Password” on your profile page.
8. New passwords have to be “Strong”:
 - a. Must have one Number: 1 2 3 4 5...
 - b. Must have one Capital Letter: A B C D E F...
 - c. Must have one Symbol: ! @ # \$ %...
 - d. Must be (8) eight characters long.

9. WRITE DOWN YOUR PASSWORD



1. Go to <http://mycampus.ict.edu>



2. Click on the **Lost Password?** link underneath the login fields.

A screenshot of a login form titled "Login". It contains two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember username". A "Login" button is positioned below the checkbox. At the bottom of the form is a link labeled "Lost password?".

Click on {Lost Password}

3. Enter your username **or** your ICT-ILS email address. Hint: your user name is usually your first initial plus your last name, i.e. John Doe has a username jdoe.

Search by username

Username

Search by email address

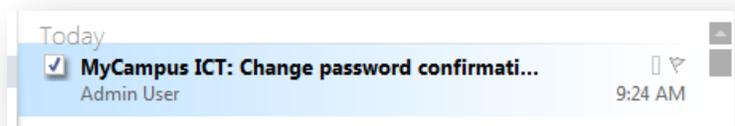
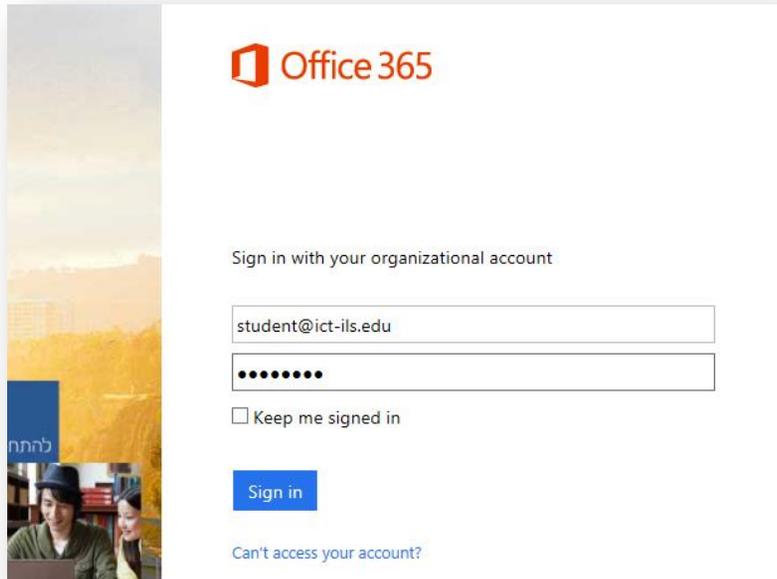
Email address



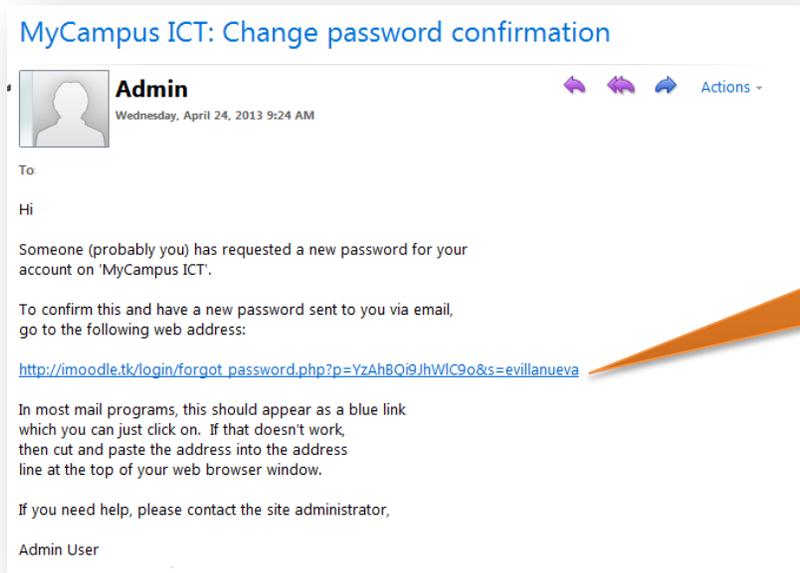
If you supplied a correct username or email address then an email should have been sent to you.
It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

4. Password Reset Directions will be sent to your ICT Student Email Account.

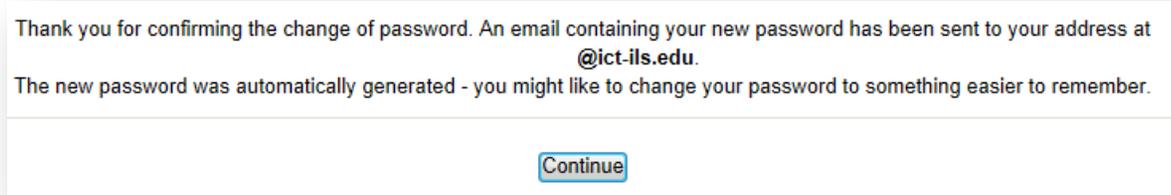
<http://webmail.ict-ils.edu>



5. Follow directions on the email to create your new password.



Click On The Link And Follow The Directions



MyCampus ICT: Changed password



Admin User

Wednesday, April 24, 2013 9:39 AM

   [Actions](#) ▾

To:

Hi

Your account password at 'MyCampus ICT' has been reset and you have been issued with a new temporary password.

Your current login information is now:

username:

password: 6?q-*lVDb1

Please go to this page to change your password:

http://imoodle.tk/login/change_password.php

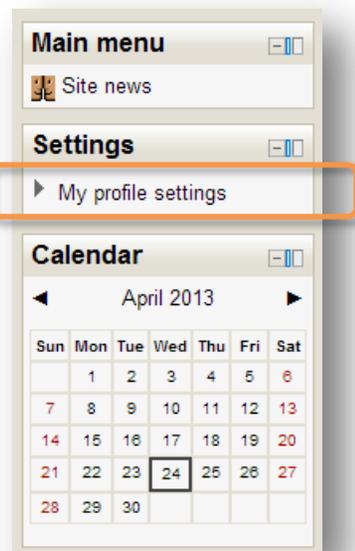
In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Cheers from the 'MyCampus ICT' administrator,

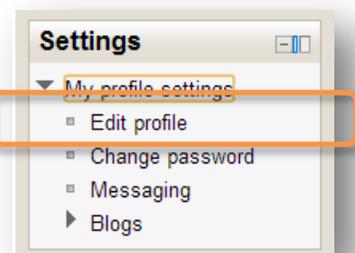
Admin User

Click On the Link and
Follow the Directions

6. On the right side of the page, find the **Settings** box and click on **My Profile Settings**.



7. Click on **“Change Password”** on your profile page.



8. New passwords have to be “Strong”.
 - a. Must have one Number: 1 2 3 4 5...
 - b. Must have one Capital Letter: A B C D E F...
 - c. Must have one Symbol: ! @ # \$ %...
 - d. Must be (8) eight characters long.

*Can't come up with a good password? Go to: <http://www.pctools.com/guides/password/>
PC Tools will help you generate random “Strong” passwords.*

Lastly!

WRITE DOWN YOUR PASSWORD SOMEWHERE YOU CAN FIND IT EASILY

