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](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](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**

Example of a “Strong” Password:

j2nuBR?3
1. Go to [http://mycampus.ict.edu](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.

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.

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**Search by username**

<table>
<thead>
<tr>
<th>Username</th>
</tr>
</thead>
<tbody>
<tr>
<td>jdoe</td>
</tr>
</tbody>
</table>

**Search by email address**

<table>
<thead>
<tr>
<th>Email address</th>
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</thead>
<tbody>
<tr>
<td><a href="mailto:jdoe@ict-ils.edu">jdoe@ict-ils.edu</a></td>
</tr>
</tbody>
</table>
4. Password Reset Directions will be sent to your ICT Student Email Account.  
http://webmail.ict-ilx.edu

Log into your Email

Look for this Email
5. Follow directions on the email to create your new password.

MyCampus ICT: Change password confirmation

To

Hi

Someone (probably you) has requested a new password for your account on MyCampus ICT.

To confirm this and have a new password sent to you via email, go to the following web address:

http://linnmoodle.tku/loginforgotten_password.php?i=YUh8IQ+fWK9odk7=esflanueva

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.

If you need help, please contact the site administrator.

Admin User

Thank you for confirming the change of password. An email containing your new password has been sent to your address at @ikt.tku.edu.

The new password was automatically generated - you might like to change your password to something easier to remember.

Continue
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: 8?q*VDb1

Please go to this page to change your password:
http://moodle.it/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
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