Manage your Brandeis Account

To manage your Brandeis account go to identity.brandeis.edu. Under the heading “Existing Users” will be a hyperlink that says “Identity self-service”. Clicking on this Hyperlink will prompt you to log into your Brandeis account if you haven’t already and then bring you to a new page titled “Account Management”. This page will have several options to manage your account.

1. The option “Change your password” will allow you to change your password, using your current password.

2. The option “Set/Update your password reset data” will allow you to change or add alternative emails and phone numbers that can be used to reset your password.

3. The option “View/Change your password question and answer” will allow you to change your security questions used to reset your password.

4. The option “Set your mail options” will allow you to change the following options.

   - Under the Header “Published Email address” you can change what email is published in the directory. This is useful for changing your displayed email to one of your aliases. Enter which email or alias you would prefer to be displayed in the text box. In order for changes to be saved, press “Submit changes” at the bottom of the screen.

   - Under the Header “Email Forwarding / Mail Delivery Address” you can change the where emails sent your aliases or Brandeis email are directed. Keep in mind if an address other than your Brandeis email address is chosen, your Brandeis email will not receive a copy of any messages forwarded. In order to have all mail sent to your Brandeis email, click on the check box next to “Deliver to my Brandeis Gmail account”. To set the forwarding address as any other email, simply enter in the non-Brandeis emails address in both text boxes. In order for changes to be saved, press “Submit changes” at the bottom of the screen.

   - Under the header “Email Aliases” you have the option to create a mail alias. Mail aliases are email address that forward all mail sent to them to the forwarding address that is chosen above. This is useful if you do not want your Brandeis username to be your mail address. You can use your alias as your published email using the Published Email Address option above. To add an alias type in the alias to one of the two text boxes. Please not you can only have two email aliases at a time. In order for changes to be saved, press “Submit changes” at the bottom of the screen.

5. The option “Enable/Disable additional Google Consumer Apps” will allow you to enable other consumer apps such as Blogger, Youtube, or Picasa with your Brandeis Gmail account.

6. The option “Google Groups Self-Service” will allow you to create and view your Google accounts.

7. The option “Question about how your name appears?” will show you how your name will appear. To change how your name appears please refer to the “Student Name Change” page for students or the “Faculty and Staff Name Change” for more information.

8. The option “Enable/Disable shell access” will allow you to enable or disable shell access for your account.

Below the options to manage your account are the options to manage Accounts that you have sponsored. For more information about sponsored accounts please refer to the following link: Sponsored Accounts