

# Changing your Brandeis Password

## Direct Link to Password Change Page

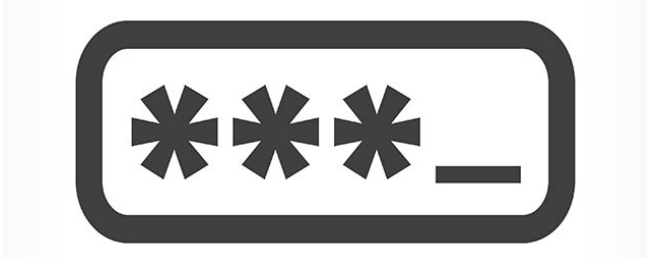
Ready to change your password? Here's the direct link to the password reset page:

[https://identity.brandeis.edu/identity-manage/change\\_password](https://identity.brandeis.edu/identity-manage/change_password).

## Introduction

Brandeis uses a single-sign-on (SSO) system<sup>1</sup> so once you change your password, it's changed for BUSS, LATTE, Google, and most other major Brandeis services. However, there are a few places where your password is probably stored that will need to be updated after resetting your password. This includes most wireless and many mobile devices. This page gives you a short step-by-step overview of the process and should make it much easier for you.

<sup>1</sup>setup that requires you to log in once to access many, if not most, applications



Are you receiving the *client's credentials have been revoked error*? See [Locked Out of Account \(Credentials Revoked\)](#) for instructions on what to do.

## Changing your Password

1. Make sure your password reset data is set at [identity.brandeis.edu/reset-data](https://identity.brandeis.edu/reset-data).
2. Collect all your devices in one place.
  - a. Cell phone, laptop, iPad (anything you check email with and/or connects to eduroam)
3. In a web browser on your laptop or workstation, go to <https://identity.brandeis.edu> and click on the 'Change your password' link.
  - a. If prompted, log in with your usual login and password
  - b. You'll see the change password form - follow the instructions there
4. Once your password has been changed, go to each of your mobile devices and update your password when necessary. **Do this carefully** - one of the most common problems the Help Desk sees is simply the new password being typed wrong, esp. on a small mobile screen and keyboard.
  - a. On each device, navigate to the place your password is entered, for example:
    - iPhone (Settings 'Mail, Contacts, Calendars' Gmail - Brandeis Account)
  - b. Some devices prompt you to re-enter your password or display a "Re-enter your password" button.
    - i. For others, you may need to forget the wireless network, eduroam and re-add it.
5. If you're using a wireless device, it will no longer be able to connect to the Brandeis wireless network - most devices will pop up a prompt and tell you they can't connect anymore.
  - a. The wireless network you should use at Brandeis is called "eduroam". You should enter your full email address (username@brandeis.edu) for the login and your new password in the password field.

That's it! You've finished and should feel secure in that your new password is protecting your account.

## Helpful Tips

### **Make sure you have 15 to 20 mins free**

Most of the time changing a password only takes a few minutes at most. It's best to do this when you have some free time. During the day when the [Help Desk](#) is open is probably best.

### **Install a Password Manager (optional but recommended)**

A password manager is software that securely stores passwords. Most of them store your password in the 'cloud' and provide a way for you to access your passwords from anywhere.

Typically, you'll use one super strong password or passphrase to access all your others. The two that we recommend are [LastPass](#) and [KeePass](#).

LastPass is cloud-based and comes with a plugin for your web browser.

## Set your password reset data

There's always a chance that you'll forget your password. Alternatively, if your account gets hacked, the security office may change your password to a random string to protect your data from hackers. LTS has created two very easy ways to reset your password:

1. A reset URL emailed to a non-Brandeis email address
2. A 4 digit PIN texted to your phone.

You need to set up this reset data (email address and/or phone number) BEFORE attempting to reset your password. You can register either of these at [identity.brandeis.edu/reset-data](http://identity.brandeis.edu/reset-data).

## Know how to get help

If you run into an issue resetting your password, The [Technology Help Desk](#) is only a call or short walk away: 6-HELP (6-4357) or in the [Goldfarb Library](#).

The Help Desk hours of operation are below:

Mon - Thurs: 9 am - 9 pm

Fri: 9 am - 6 pm.

Sat & Sun: 1 pm - 5 pm

It'll securely store your passwords (even generating them for you), fill in login forms for you, and can even evaluate all your passwords telling you which ones are weak and should be changed.

KeePass is a small program that stores your passwords (again, securely!) in a small file you can store almost anywhere.

Both are free. LastPass has a fee-based version as well which includes a mobile app. Whatever you use, a password manager will make your life easier - but spend a few minutes getting used to it before racing off and changing all your passwords.

**Please note:** LastPass is browser-based which means that it can't be used to log into your workstation or laptop.

## A special note about University-owned Apple computers



If you are using an Apple computer, the password you use to login is not automatically using your Brandeis password. Here are some [online instructions](#) if you choose to update your Apple password. If you are faculty or staff and are provided a Windows computer by the University, it will be configured to use your Brandeis password automatically for logging into the computer. Therefore, if you change your password, you'll log into the computer with your new password.