

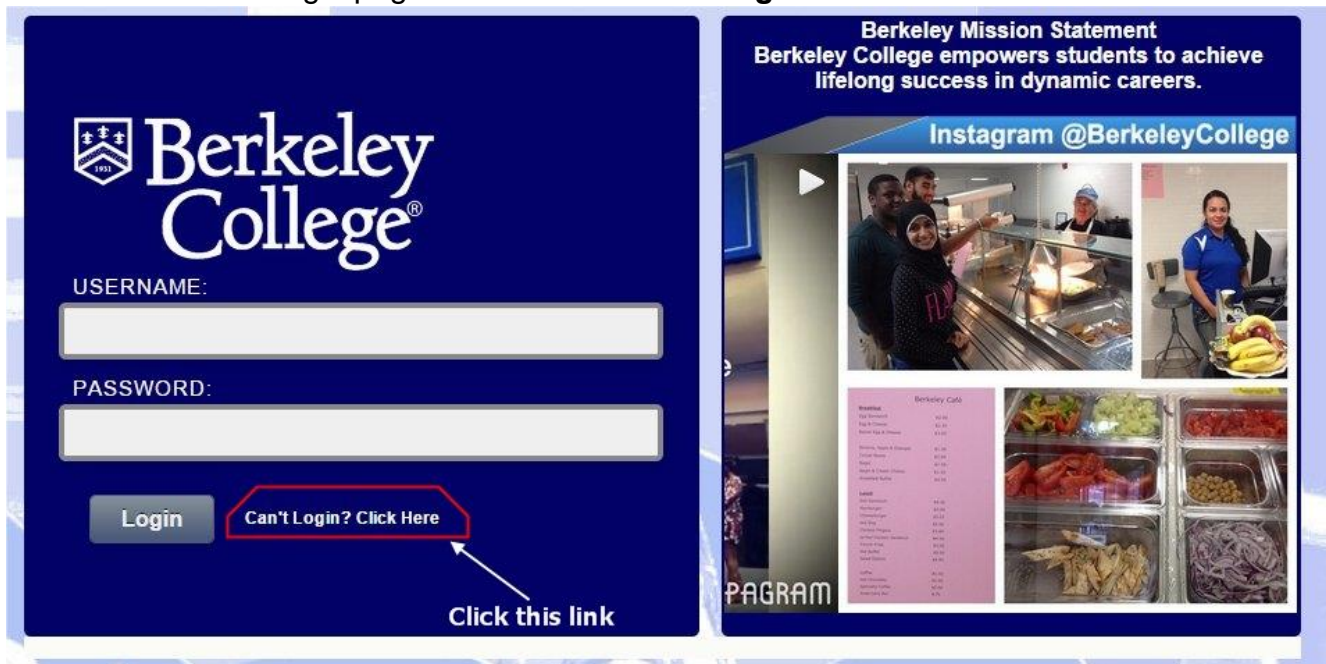
Berkeley College ID Management Suite

Setting Up Your Account

Berkeley College has implemented a security solution to help you manage your Active Directory account without having to contact the Helpdesk. Your Active Directory account is used to access systems such as Blackboard and Self-Service.

Using security questions that you setup in advance, you can reset your login credentials even if you've misplaced the password. In order to do so follow the steps below:

1. At the Blackboard login page click the link "**Can't Login? Click Here**"



2. Click the link "Click Here" under the banner Student, Faculty and Staff

The image shows three stacked navigation banners. The top banner is dark blue with white text: "STUDENTS, FACULTY, STAFF" in large bold letters, followed by "Access to this system is for resetting your password and unlocking your logon account to Berkeley Computer Systems, Blackboard and SelfService" in smaller text, and a "Click Here" button with a red border. The middle banner is dark blue with white text: "Alumni and Prospective Students" in large bold letters. Below it are three buttons: "Phone" with a phone icon and the number "973-653-2180", "Chat" with a chat icon, and "Email" with an email icon and the address "helpdesk@berkeleycollege.edu". A red arrow points from the "Click Here" button in the top banner to the "Click Here" text in the middle banner. The bottom banner is dark red with white text: "Student Documentation" in large bold letters, followed by "Click here for instructions on how to navigate this site." and a "Click Here" button.

3. Enter your **Berkeley Logon ID:** (same ID used to access Blackboard) and press **“Continue”**

The screenshot shows the Berkeley College ID Management Suite Login page. At the top right, there is a blue header with the Berkeley College logo and navigation icons. Below the header, the page title is "Berkeley College ID Management Suite: Login". Underneath the title, there is a message: "Access to the system is for resetting your password and unlocking your logon account to Berkeley Computer Systems, Blackboard and SelfService". Below this message, there is a label "Enter your Login ID:" followed by a text input field. To the right of the input field, there is a label "Your account on Berkeley Logon ID :". Below the input field, there is a blue "Continue" button with a red border.

4. Enter your password the press **“Verify password”**

Verify password

Enter password for Berkeley Logon ID:



Enter password:

Verify password

Berkeley

5. On the Update security questions screen, you are required to enter 2 Standard & 2 User Defined questions and answers. After completing this step click the **Update** button. If you have misplaced the answers to these questions you will not be able to reset your password. Please contact the HelpDesk at 973-278-5400 ext. 1540 and a representative will assist you.

Update security questions Kevin King [kevin-king]

-  The security questions profile is incomplete.
-  Updated questions and answers.

In the future, Berkeley College IT Management Suite may ask you to prove your identity by answering some security questions. Please fill in questions and answers on this page and click the **Update** button. Please note that leading and trailing spaces will be removed.

[Show change history](#)

Standard questions

Questions still required [2]

Delete?	Question	Answer
	What city were you born in? (1-99 characters)	<input type="text"/>
	What is the farthest from home you have traveled? (1-99 characters)	<input type="text"/>

User defined questions

Questions still required [2], Minimum answer length [5]

Delete?	Question	Answer
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Update

- You are now ready to use the system to reset your Password. Click **Logout** in upper left hand side of the screen.