EMCC Student Password Management Guide

If you are a new EMCC student, you HAVE TO create your password first. You will not be able to access your EMCC email or the LEO system until you create your password.

Your seven-digit Student ID number is not, and cannot be, your password for email or Leo. It can only be used to log on to computers on campus or the password reset utility the FIRST time. You must create a new password before you can access your account any further.

Get help if you need it. Contact John Dillon, jdillon@eastms.edu, 662.243.1939.

Who this document is for: Don’t be put off by the length of this document it combines three different sets of heavily illustrated instructions for managing your EMCC password.

- **Section 1** (Page 2) is for creating your password on-campus. It is for NEW EMCC students or for EMCC students who have recently had their passwords reset to their student ID number.

- **Section 2** (Pages 3-6) is for creating or changing your password from your Internet browser. It is for new EMCC students to create their first EMCC password from off-campus. It is also for any off-campus student who has had their password reset to their student ID number or otherwise would like to change their password.

- **Section 3** (Pages 7-15) is for resetting a forgotten password. It is for existing students either on or off campus who have forgotten their password and would like to create a new password.

What this document assumes: this document assumes that the user will know the necessary identifying information required for identity verification. This information includes the user’s EMCC Identification Number. Every student is required to have their student ID card visibly displayed on their person at all times while on campus. Their student ID number is printed on this card. Students are also expected to know what their user name is. For help learning what your student ID number is from off campus, please visit this link: What Is My ID - https://www.eastms.edu/myid. The user name is first initial last name and the last 4 digits of the social security number, ex: jdoe6789

What this document is NOT: these instructions do not change anything about how the user interacts with the Blackboard system.

Now that we have all that established... on with the instructions.
Section 1: Creating Your First EMCC Password On Campus

If this is the first time you have tried to log on to an EMCC computer, it is likely that you have never created a password.

You should be sitting at an on-campus computer where no one else is currently signed on. If you do not see the log on screen similar to the one below, press the key combination CTRL+ALT+DEL.

![Log On to Windows](image)

Make certain that the Log on to: box contains the word STUDENT. If it does not, click the arrow at the right side of the box and select STUDENT before continuing.

Now enter your user name in the User name: box. Your user name is first initial last name and the last 4 digits of your social security number, ex: jdoe6789

Now enter your Password: Put your seven-digit student ID number (including leading zeros) in as your password.

You will automatically be required to create a new password before you continue. Congratulations, you just created your EMCC password. This password is what you will use for logging on to on-campus computers and for logging onto Leo and email.

Get help if you need it. Contact John Dillon, jdillon@eastms.edu, 662.243.1939.
Section 2: Creating or Changing Your EMCC Password from Your Internet Browser

Go to http://student.eastms.edu. On the right side, click the Reset Password link.

This web page is an excellent page to save as a bookmark in your web browser. It provides links to several useful tools for students.

This will take you to the myPassword page.

Click on the “Change my Password” link.
Your User Name is first initial last name and the last 4 digits of your social security number, ex: jdoe6789. In the “Password” box put your seven digit EMCC student ID number, including any leading zeros – NOT your social security number. Then click the Logon button. If you don’t have an EMCC ID Card or know your number - What is my EMCC Student ID Number? - https://www.eastms.edu/myid.

Note: You may also use this set of instructions to change your password to something new if you know your current password. Where you are instructed above to enter your student ID #, enter your current password instead.
Click the radio button beside Enter then enter your new password in the boxes to the right. It needs to be at least 6 but no more than 16 characters long. Do not use all numbers. Type your new password twice and then click the Change Password button.

If you are changing a password that you had previously created, make sure that you do not attempt to reuse a previous password.
You will see a page confirming that your password was changed similar to the one below.

![Password Confirmation](image)

You HAVE TO create your password first. You will not be able to access on-campus computers, your EMCC email or the LEO system until you create your password.

After you have created your new password you should be able to use your username and new password to log into any student accessible computer on campus. That is also your password for accessing the LEO system - https://leo.eastms.edu/ and then your EMCC email account from inside your Leo account. You can also find a link to LEO from the student website - http://student.eastms.edu/ - where you changed your password. The biggest thing that trips people up when trying to access LEO is that they fail to use their entire EMCC email address as their user name. Your email address is the user name described above @lions.eastms.edu. Example: jdoe6789@lions.eastms.edu.

NOTE: None of the above changes how you sign on to Blackboard - http://emcc.blackboard.com/. You will continue accessing Blackboard as you always have.

Need help or just want a geek on the phone in case something goes wrong? Contact John Dillon, jdillon@eastms.edu, 662.243.1939. Monday-Thursday 10 am-7 pm, Friday 8 am-4:30 pm.
Section 3: Resetting Your Forgotten EMCC Password

If you are a new EMCC student, you HAVE TO create your password first. You will not be able to access your EMCC email or the LEO system until you create your password.

When you first sit down at a computer on campus, you see the screen below:

If this is the first time you have tried to log on to an EMCC computer, it is likely that you have never created a password. Put your seven-digit student ID number (including leading zeros) in as your password. You will automatically be required to create a new password before you continue. If that works, you can stop reading here – you just created your password.

You know your user name is your first initial, your last name and the last 4 digits of your social security number, ex: jdoe6789. That password is the one that has you stumped. You know you have created one before but you just can’t remember your password or have tried what you thought it was and that was wrong. You can now get help without finding, calling, or emailing anyone.

The user log in dialog box now includes a Self-service password reset section. Click on the Forgot your Password? Click here to reset it using myPassword link. See the highlighted link in the picture above.
If you are off campus and cannot remember your password for Leo or your EMCC email account: go to https://leo.eastms.edu.

You will see the Leo Login screen with the same “Forgot your password?” link at the bottom of the screen.

A quick note about Leo: Remember that your “user name” for Leo is your whole EMCC email address.
Clicking the link to reset your password from either of the login screens above will open a window similar to the picture shown below. For the purpose of this document, let’s concentrate on the **Reset my Password** link that is highlighted below. This is for creating a new password to replace one that you have forgotten.

Did you notice the Inactivity Counter? Each screen in the myPassword program contains a two minute timer that will return you to the Windows Logon when it expires. If you suddenly remember your password, you may click the **Return to Windows Logon now** button at any time to go back to the Windows Logon Dialog Box.
After clicking the Reset My Password link the program will ask you to enter your User Name.
Your user name is first initial last name and the last 4 digits of your social security number, ex: jdoe6789

Please enter your user name and then click the Logon button to continue.
Note: Mr. Dillon would appreciate it if you enter your own user name, not his. That is just an example.
The next page will begin asking you a set of questions to verify your identity.

This one question has been the downfall of many people in the password reset process. The example of how to enter your date of birth has to be followed exactly. For example, if your date of birth is August 4th, 1991, you must enter that date as 08/04/1991 in the space provided. You must use two-digits for the month and date and four-digits for the year AND the slashes must be entered. NOTE: If you are absolutely sure that you have entered your date of birth correctly, it is possible that your birthdate was input incorrectly when you first registered. I have seen one recent high school graduate whose date of birth in the system was January 1, 1901. Your remedy in such a case is to contact the IT department for help with your password and then the Admissions department to correct your information.

It is assumed that you know to press the “Continue” button on each screen after you have entered the required data.
Enter your social security number with no dashes. Example: 123456789.

Enter your five-digit zip code. NOTE: This is another question that can trip you up. If you have moved or if the postal service has changed your zip code since you registered for school and you have not corrected the information through the Admissions office, use the zip code that you gave during the registration process.
Refer back to page one of this document for information about where to find your student ID number.

Make sure you enter all seven-digits including any leading zeros.
After you have entered all the information on the screens above you will come to the “Set your new password” screen shown below.

By default, the circle next to the word Generate will be selected and there will be a computer-generated 16-character password suggested. If you hit enter or click the Reset Password button at this point, THAT incomprehensible string of garbage becomes your password. Please DON’T do that.

Click inside the radio button beside the word Enter. That will open up the two boxes to the right for you to enter a new password. Your password must be at least 6 but no more than 16 characters. This is a NEW password. That means you may not use any password that you have previously used. A good password has a combination of upper and lower case letters, numbers and symbols (?%$,_). Just on the off-chance that you could accidently duplicate somebody else’s student ID number or social security number, we ask that you **DO NOT** use all numbers for your new password.

Enter your new password in the Password and Confirm boxes then click the Reset Password button.
Congratulations you have successfully reset your password!

Click the Return to Windows Logon now button to continue.

Click the Yes button to confirm that you want to close the browser window.

If you are off-campus you will be back at the browser window where you started. If you are on-campus you will be returned to the Log On to Windows screen.

HELP ME!!! If you need help, contact John Dillon at the IT Help Desk. Email: jdillon@eastms.edu. Phone: 662-243-1939