How to Use the Password Tool

Prairie View A & M University provides all users with a password management tool that will help you to:

1. **How to Login & Change Password** – this tool is used to assist students, staff and faculty to change their password. It is recommended that you change your password to something only you will know and have access to. *(Example: FootB@ll09)* your password should be something that is difficult for someone else to guess but easy for you to remember.

2. **How to Set-up or Reset Your Q & A** – this tool allows you to set-up security questions and answers that only you know. The answer should be something that is difficult for someone else to guess but easy for you to remember. These questions & answers will allow you to reset your password if you forget it.

3. **How to Reset Your Password** – this tool will prompt you to provide your user name and security questions and answers to reset your password.

4. **How to Unlock Your User Account** – After 5 wrong attempts you will be locked out of your account. This step allows you to use your user name and security questions and answers to unlock your account.

Changing or resetting your password affects the following accounts: Computer login, Email, wireless and VPN access.

**How to Change Your Password**

**Step 1.** In browser address box type [https://mypassword.pvamu.edu](https://mypassword.pvamu.edu)

**Step 2.** Type your User Name & Password in the boxes.

**Step 3.** Press Login

**Step 4.** In the Enter Old Password box type in your old password.

**Step 5.** In the Enter New Password box type in your new password.

**Step 6.** In the Confirm the Password box retype your new password.

**Step 7.** Click OK.

**Step 8.** Log out of the browser.

*Note: The new password must conform to the PVAMU password policy located at [http://www.pvamu.edu/pages/3994.asp](http://www.pvamu.edu/pages/3994.asp)
How to Set up or Reset Q & A

Step 1. In browser address box type https://mypassword.pvamu.edu

Step 2. Type your User Name & Password in the boxes.

Step 3. Press Login

Step 4. Click on the Reset Q & A tab

Step 5. Select two questions from each drop down box.

Step 6. Type the answers in the box.

Step 7. Click Save.

*Note: Make sure your answers are difficult for someone else to guess but easy for you to remember.

Step 8. Log out of the browser
How to Reset Your Password

Step 1. In browser address box type https://mypassword.pvamu.edu

Step 2. Click on Reset Your Password

Step 1. In the Domain User Name box type in PVAMU email user name.
Step 3. Click on Continue.

Step 4. Type your correct answers to the questions.
Step 5. Type in the characters in the Word Verification box.
Step 6. Click Continue.

Step 7. In the Password box type in your new password.
Step 8. In the Confirm Password box retype in your new password.
Step 9. Type in the characters in the Word Verification box.
Step 10. Click Reset Password.

Step 11. Log out of the browser.
How to Unlock Your Account

Step 2. In browser address box type [https://mypassword.pvamu.edu](https://mypassword.pvamu.edu).

Step 3. Click on Unlock Your Account.

![Unlock Your Account step 3]

Step 4. In the Domain User Name box type in your PVAMU email user name.

Step 5. Click Continue.

![Unlock Your Account step 5]

Step 6. Type in your answers to your security question in the boxes.

Step 7. Type in the numbers & letters you see as they appear.

Step 8. Click Continue.

![Unlock Your Account step 8]

Step 9. You will be prompted again to type in numbers & letters for Word Verification.

Step 10. Click Unlock Account.

Step 11. Log out of the browser.