

How to Reset Your MyLynn Password

******NOTE **** Make sure that if you change your password you will need to also change your password on any mobile device that has your email associated with it. For example, your Lynn University provided iPad or your mobile phone, if you configured email on that device.**

1. Go to <https://my.lynn.edu>
2. On the top right hand corner click on Reset Password
3. You will be redirected to a page like below.
4. You'll be presented with two options.
 - a. Forgot your password
 - i. Use this option if you forgot your password and would like to reset it. You'll need to confirm your identity by first answering your security questions.
 - b. Change your password
 - i. Use this option if you know your existing password and you would like to change it or received a notification that your password is about to expire.



Password Management

Welcome to Lynn University's Self Service Reset Password Management website. This website will help you reset your password if you have forgotten it. You can also change your password when your password is about to expire.

Please choose between one of the options below:

[Forgot your password?](#)

Use this option if you forgot your password and would like to reset it. You'll need to confirm your identity by first answering your security questions.

[Change your password](#)

Use this option if you know your existing password and you would like to change it or received a notification that your password is about to expire.

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5. You will then be taken to a page like below

Forgot Your Password

Please provide your username.

User:

TKC64

Refresh

Write the characters in the image above:

Continue

Back

6. Enter your myLynn username and type the security phrase as shown in the CAPTCHA image and click continue

Forgot Your Password

Please provide your username.

User:

TKC64

Refresh

Write the characters in the image above:

Continue

Back

7. You will then be directed to a page like below. Answer the questions and click Reset Password. Be sure to read the instructions at the top of the page detailing the format for the Date of Birth.

Answer Security Questions

Please answer all questions and provide a new password to reset your password.

User : jdoe

Question 1:

In what town was your first job?

Answer:

Question 2:

What is your maternal grandmother's maiden name?

Answer:

Question 3:

What was the name of your first stuffed animal?

Answer:

Continue

Back

8. You will then be redirected to a page like below to enter your new password.

Password Reset

Please enter your new password

User: jdoe

Your new password must meet the following requirements:

-  The password must be at least 8 characters long.
-  Use characters from at least three of the following categories:
 - A, B, C, ... Z
 - a, b, c, ... z
 - 0, 1, 2, ... 9
 - !, \$, #, %, ...
-  Do not use words contained in your username

Please enter your new password:

Confirm your new password:

[Continue](#)

[Back](#)

9. As you start to type in your new password and it meets the password complexity requirements, you will notice that the red X's will turn into Green Check Marks. Refer to the recommendations next to each of the password complexity requirements to help you.
10. Click the Continue button to set your new password.

Password Reset

Please enter your new password

User: jdoe

Your new password must meet the following requirements:

- ✓ The password must be at least 8 characters long.
- ✓ Use characters from at least three of the following categories:
 - A, B, C, ... Z
 - a, b, c, ... z
 - 0, 1, 2, ... 9
 - !, \$, #, %, ...
- ✓ Do not use words contained in your username

Please enter your new password:

Confirm your new password:

Continue

Back

11. Congratulations! You have now reset your password successfully. You will be redirected to a page like below.

******NOTE **** Make sure that if you change your password you will need to also change your password on any mobile device that has your email associated with it. For example, your Lynn University provided iPad or your mobile phone, if you configured email on that device.**

Reset Password

Congratulations!

You have successfully reset your password!

Okay