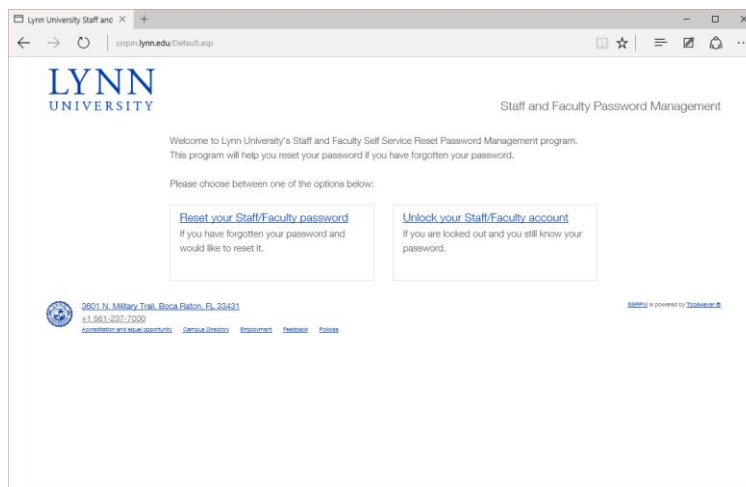


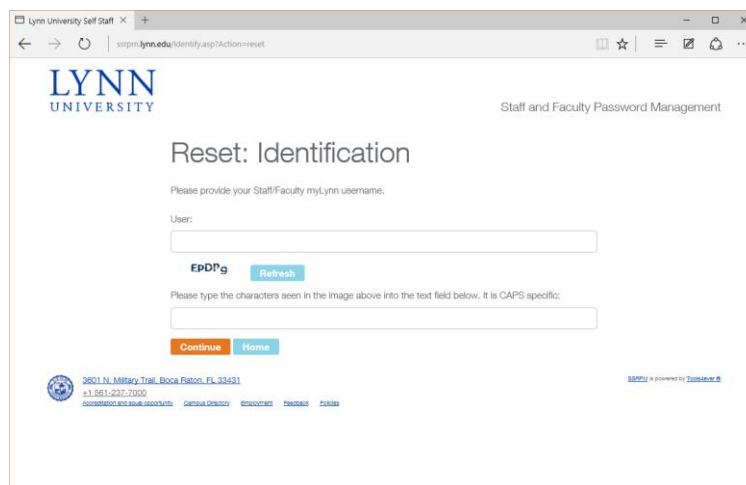
How to Reset Your Staff and Faculty MyLynn Password

******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 Student
3. You will be redirected to a page like below. Click the Reset your password link



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



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

LYNN UNIVERSITY
Staff and Faculty Password Management

Reset: Identification

Please provide your Staff/Faculty myLynn username.

User:

Dg7p4 [Refresh](#)

Please type the characters seen in the image above into the text field below. It is CAPS specific.

[Continue](#) [Home](#)

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- 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.

LYNN UNIVERSITY
Staff and Faculty Password Management

Answer questions

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

User: rv0365
 Domain: LYNN

Question 1:
 What are the last four digits of your social security number?
 Answer:

Question 2:
 What is your date of birth?
 Answer:

Question 3:
 What is your ID number?
 Answer:

[Reset Password](#) [Back](#)

[Home](#) [Change User](#)

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

LYNN UNIVERSITY
Staff and Faculty Password Management

Password Reset

Please enter your new password

User: rv0365
 Domain: LYNN

Your new password must meet the following requirements:

- The password must be at least 7 characters long.

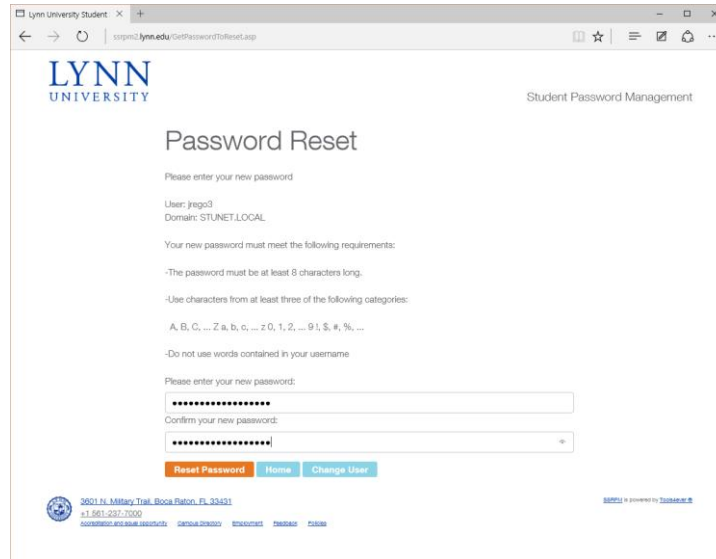
Please enter your new password:

Confirm your new password:

[Reset Password](#) [Home](#) [Change User](#)

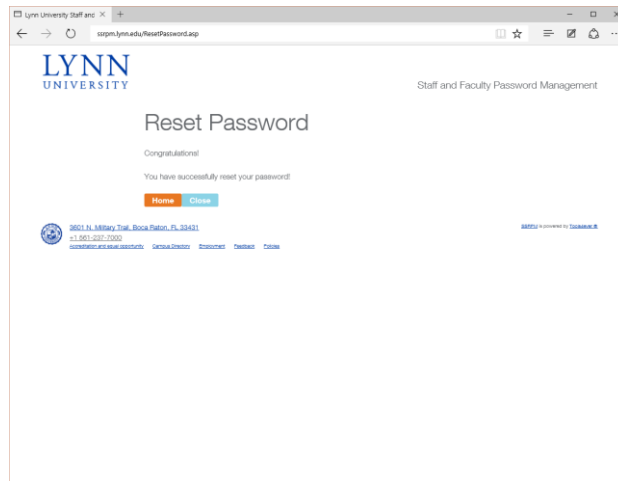
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8. Enter your new password. Please read the recommendations for how you create your password that are listed on the page. Then click the Reset Password button.



The screenshot shows a web browser window with the URL `corpnet.lynn.edu/GetPasswordToReset.asp`. The page is titled "LYNN UNIVERSITY" and "Student Password Management". The main heading is "Password Reset". Below the heading, it says "Please enter your new password". The user information is displayed as "User: jreg03" and "Domain: STUNET.LOCAL". A list of requirements for the new password is provided: "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". There are two input fields for the new password, one for the password and one for confirmation. At the bottom, there are buttons for "Reset Password", "Home", and "Change User". The footer includes the Lynn University logo, contact information for the IT Helpdesk, and a link to the privacy policy.

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



The screenshot shows a web browser window with the URL `corpnet.lynn.edu/ResetPassword.asp`. The page is titled "LYNN UNIVERSITY" and "Staff and Faculty Password Management". The main heading is "Reset Password". Below the heading, it says "Congratulations! You have successfully reset your password!". There are buttons for "Home" and "Close". The footer includes the Lynn University logo, contact information for the IT Helpdesk, and a link to the privacy policy.

10. You will receive a Lynn University Password Reset Confirmation email. It will look similar to below.

Lynn University Password Reset Confirmation



SE SelfServiceResetPassword@lynn.edu
To: RVO365; 8

Reply all | v
Tue 9/15/2015 2:54 PM



Password Management

Dear RVO365,

The password to your account was reset using Lynn University's SSRPM tool.

Kind regards,
Lynn University SSRPM Team

[3601 N. Military Trail, Boca Raton, FL 33431](#)
+1 561-237-7979

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