

Password Reset Instructions for Students

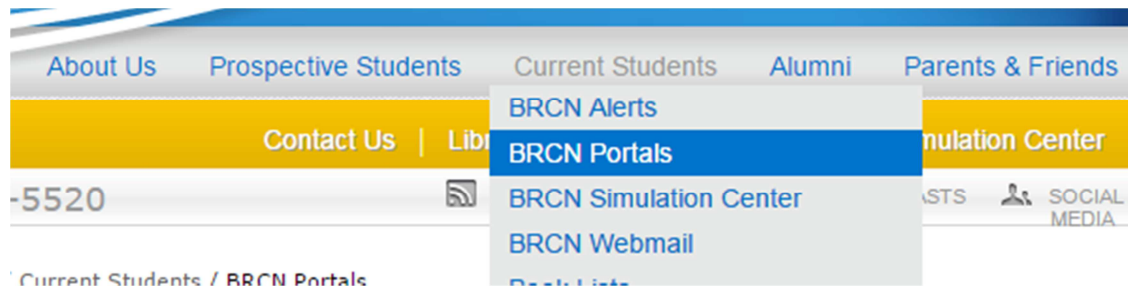
BRCN Computer Account:

All students require a login and password to access BRCN computers and email. Your BRCN Computer Account information is provided to you by the BRCN IT Department at Registration. It is important that you keep this information private and do not share it with others.

Students are responsible for making sure their computer accounts have up to date passwords and functional prior to arriving in class or taking a computerized test.

If you are in the Library, you may ask to use the BRCN Guest account to login to access the Password Reset Portal. However, please note that the password reset portal is fully functional on a mobile device such as your smart phone and this may be the quickest and easiest way to help yourself.

If your BRCN Account password needs to be reset or you need to unlock your account (accounts auto-unlock in 15 minutes), go to the BRCN website at <http://www.brcn.edu> and click the “Current Students” link on the navigation bar and choose BRCN Portals:



The second link on the page (right below BRCN Webmail) will take you to the password reset portal:

Password Reset for BRCN Account (ADSelfService Plus):

<https://service.brcn.edu>

You will be asked to answer the security questions you created at Registration. New passwords must conform to the password requirements listed below.

BRCN Password Requirements:

- Must be at least 8 characters long
- Must include at least 1 number
- Must include a capital letter and/or symbol (!@#\$%^ etc.)
- Cannot include your name, S.S.N, birth date, etc.
- Cannot be the same as any of your previous 8 passwords.
- Passwords expire every 90 days

If you need additional assistance after trying the Password Reset Portal, call the BRCN Help Desk at extension 6900. You will be required to answer security questions to verify your identity (StudentID, Address, and Class Level) before your password can be reset.

Password Reset Instructions for Students

Blackboard Account:

If your Blackboard Account password needs to be reset go to the Blackboard login page and click the “Forgot Your Password?” link directly above the Login button.

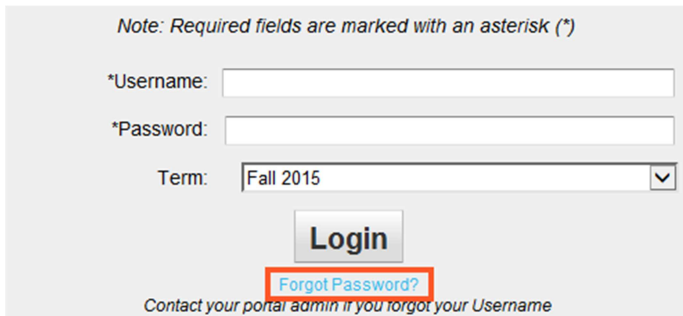


The screenshot shows a yellow background with the heading "Have an account?". Below the heading is the instruction "Please enter your credentials and click the Login button below." There are two input fields: "Username:" and "Password:". Below the "Password:" field is a blue "Login" button. Directly below the "Login" button is a blue link that says "Forgot Your Password?", which is highlighted with a red rectangular box.

If you need additional help with Blackboard, contact Karen Mayville at kmayville@brcn.edu or extension 6968.

CAMS Account:

If your CAMS Account password needs to be reset, go to the CAMS Student Portal Login page and click the “Forgot Password?” link directly below the Login button.



The screenshot shows a login form with a grey background. At the top, it says "Note: Required fields are marked with an asterisk (*)". There are three input fields: "*Username:", "*Password:", and "Term:" (with a dropdown menu showing "Fall 2015"). Below the "Term:" field is a grey "Login" button. Directly below the "Login" button is a blue link that says "Forgot Password?", which is highlighted with a red rectangular box. At the bottom of the form, it says "Contact your portal admin if you forgot your Username".

If you need additional help with CAMS, contact Karen Mayville at kmayville@brcn.edu or extension 6968.

Blessing Hospital Accounts for Citrix, BAR, or NetLearning:

Please note that these resources are NOT maintained by the BRCN IT Department. These accounts are completely separate from your BRCN Computer/Email account.

Important Information Regarding your Blessing Hospital Accounts:

Blessing Hospital Accounts that are not used / logged in within 90 days are set to “disabled” automatically. Disabled accounts can be unlocked by contacting the IS Help Desk 217-223-8400 extension 6750 and answering security questions to verify your identity (StudentID, Address, and Class Level) before your password can be reset. After an additional 90 days of not being used, accounts are automatically deleted.