

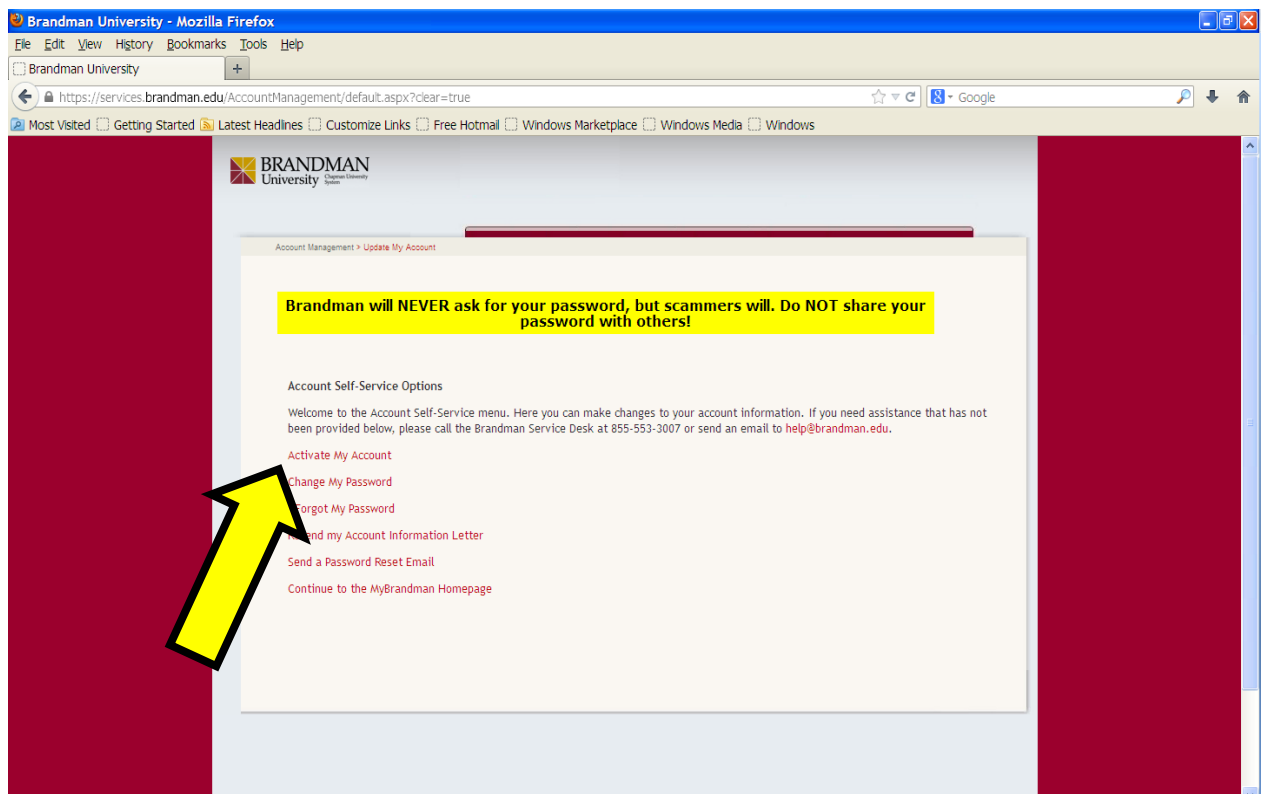
Brandman University Student Account Activation

User Guide



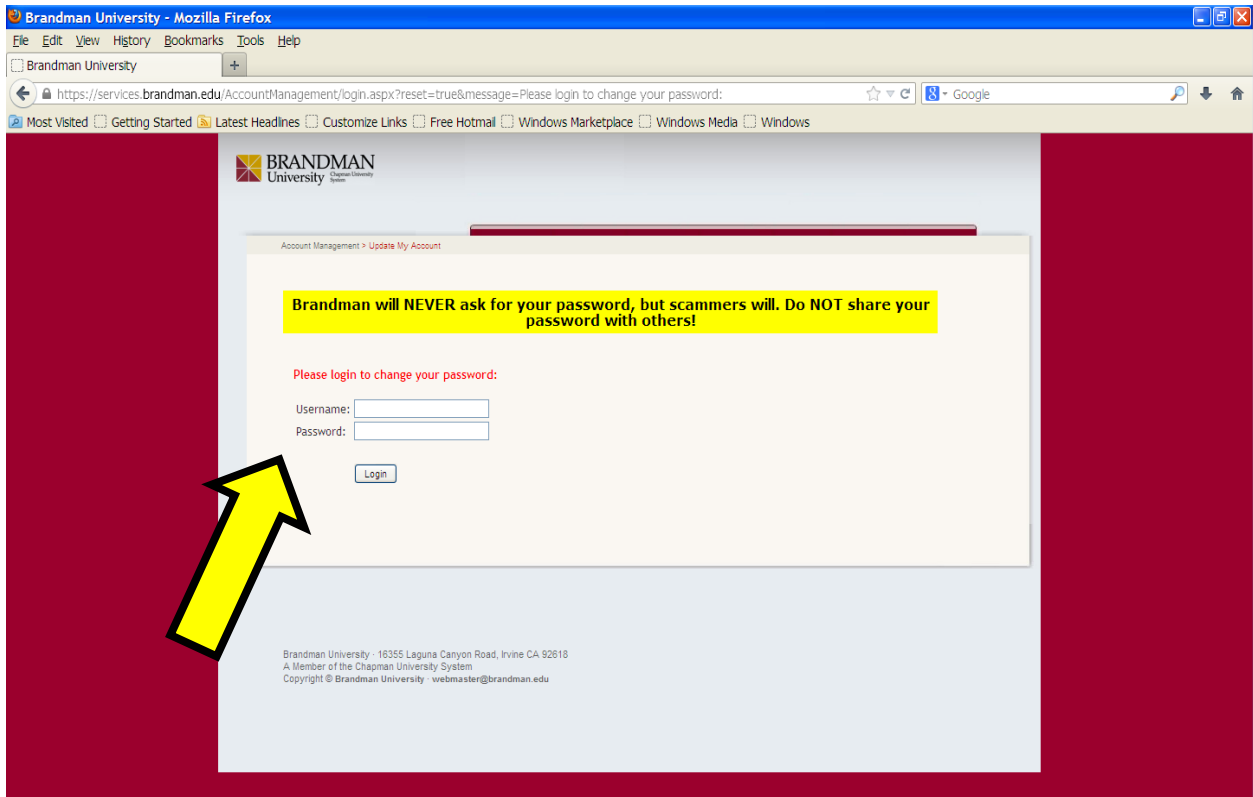
This is the Brandman University Student Account Self-Service Options page: <https://services.brandman.edu/AccountManagement/>

To activate your account, click “Activate my Account”.



Step 2

Next, enter your username as assigned by the Brandman University Help Desk. Then, enter your **temporary password**, which is your date of birth, in the format mmddyy.



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https://services.brandman.edu/AccountManagement/login.aspx?reset=true&message=Please login to change your password.

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BRANDMAN
University

Account Management > Update My Account

Brandman will NEVER ask for your password, but scammers will. Do NOT share your password with others!

Please login to change your password:

Username:

Password:

Login

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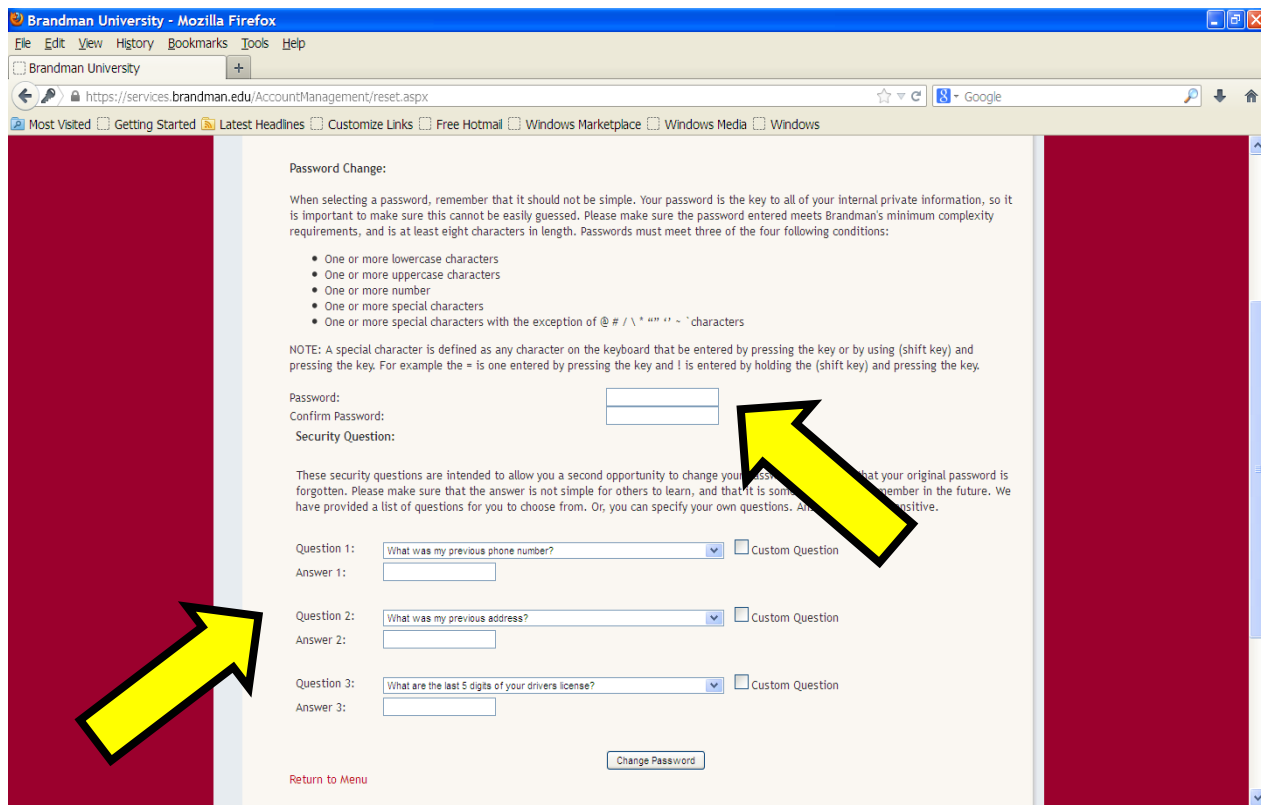
Step 3

It is now time to change your temporary password to a permanent password of your choice. There are certain parameters to meet as described on the Password Change page.

This is only done once, and your username and password will then be permanently yours. Please keep this information in a secure location.

Make sure the security questions are completed as well (three questions).

Once this is completed, the Brandman University [Student Portal](#) may now be accessed, using your username and permanent password (the portal may not be accessed before creating a permanent password).



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https://services.brandman.edu/AccountManagement/reset.aspx

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Password Change:

When selecting a password, remember that it should not be simple. Your password is the key to all of your internal private information, so it is important to make sure this cannot be easily guessed. Please make sure the password entered meets Brandman's minimum complexity requirements, and is at least eight characters in length. Passwords must meet three of the four following conditions:

- One or more lowercase characters
- One or more uppercase characters
- One or more number
- One or more special characters
- One or more special characters with the exception of @ # / \ * " ' ~ ` characters

NOTE: A special character is defined as any character on the keyboard that is entered by pressing the key or by using (shift key) and pressing the key. For example the = is entered by pressing the key and ! is entered by holding the (shift key) and pressing the key.

Password:

Confirm Password:

Security Question:

These security questions are intended to allow you a second opportunity to change your password if your original password is forgotten. Please make sure that the answer is not simple for others to learn, and that it is something you can remember in the future. We have provided a list of questions for you to choose from. Or, you can specify your own questions. Answers must be at least 5 characters in length and cannot be negative.

Question 1: Custom Question

Answer 1:

Question 2: Custom Question

Answer 2:

Question 3: Custom Question

Answer 3:

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