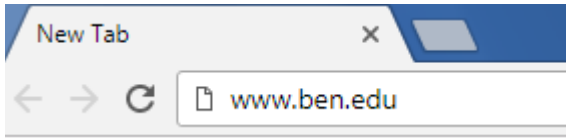
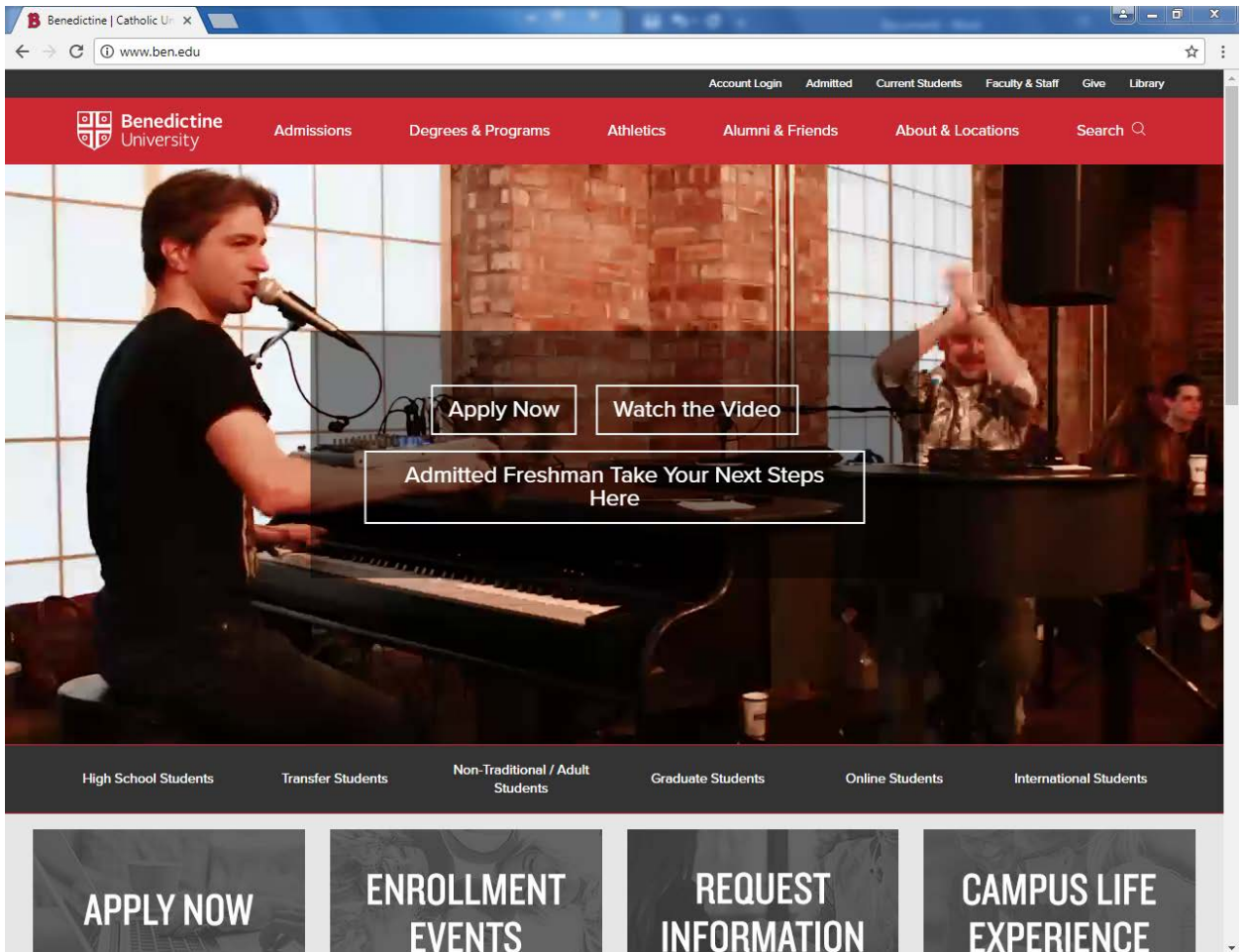


How to reset your password

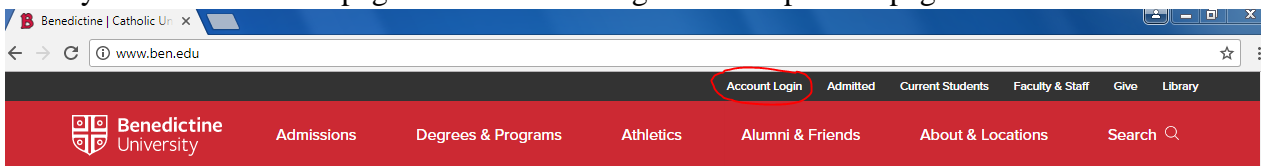
- 1) Go to your browser of choice and type in www.ben.edu.



- 2) After typing in the website you will be brought to the Benedictine University home page that looks like this:



- 3) Once you are on the homepage click Account Login at the top of the page.




- 4) After clicking Account Login you will be redirected to the Account Login page. To login to rest your password click the tab “Student Password Reset” located under the Student Login section.

Student Login

- [Desire2Learn](#)
- [Online Student Access to Engage](#)
- [Office 365 Email Login](#)
[How to Use Office 365 \(FAQ\)](#)
- [Student Password Reset](#)
- [MyBenU](#) (if off-campus, logon to BenUConnect first)
- [PaperCut Account Management](#) (if off-campus, connect to BenUConnect first)
- [BenUConnect](#)
[How to Use BenUConnect](#)

- 5) After clicking student password rest you will be redirected to the page below. Click on Student Account Management Tool.

**Benedictine**
University
Account Management Tools

Choose Function:

Student Account Management Tool

Staff & Faculty Account Management Tool

- 6) Once you have clicked on Student Account Management Tool you will be taken to the student account manager page. Here you will fill out all the blank spaces with your information. After you fill out all your information click submit. Once you click submit you will be able to reset your password.

BU Login Username

Example: b0123456

First Name

Last Name

Example: Jane *Example: Smith*

7 Digit University ID (include leading zeros)

Example: 0123456... This is your BU Login Username without the "b". It is the 7 digit number printed on the front of your BenCard.

Last 4 digits of your SSN (if no SSN, use full birth YEAR)

Example: If your Social Security Number is 999-00-4455, you would type 4455.

MONTH of Birth

DAY of Birth

Example: If your birthdate is January 30th, 1982, you would select Jan and 30 from the associated drop down menus.