

MyLIM - Reset of forgotten LIM NetID Password User Guide

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Overview

The purpose of this document is to assist users with **resetting your LIM NetID password if you have forgot it**. The system will now utilize the personal cell phone or email information used during initial setup within the myLIM portal.

You will be prompted to create a new password.

1. On the 'Welcome to the New myLIM Portal' page (<u>https://mylim.limcollege.edu</u>), click 'Sign in'.



2. Within 'Sign-in instructions for LIM College' section, 'Click here'



3. You will now be redirected to enter your LIM College email address. Click 'Next'.

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sign in rob.win10@limcolle	ege.edu				
Can't access your account?					
	Back	Next			
	1				

4. From the 'Enter password' prompt, select 'Forgot my password'.

 ← rob.win10@limcollege.edu Enter password Password Forgot my password 	Microsoft		
Enter password Password Forgot my password	← rob.win10@limcol	lege.edu	
Password Forgot my password	Enter passwo	rd	
Forgot my password	Password		
Circu in	Forgot my password		

5. You will be redirected to the Microsoft Online Password Reset website. Enter the characters in the picture and click 'Next'.

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Micro	osoft								
Get	ba	ck in	to yc	our accou	nt				
Who	are y	vou?							
To recove	er yo ur a	iccount, b	egin by ente	ring your email or use	rname and t	he charact	ers in the picture	e or audio below	
Email or rob.wir Example:	Usernan n10@lim : user@c	ne: * college.ec	lu microsoft.c	om or user@contoso.c	:o m				
	GU CA	NS	7	¥ 12					
Enter the	charact	ers in the	picture or th	e words in the audio. *					
Next	t Ci	ancel							

6. Select where you wish to receive your verification code to be sent. If you only setup one form (cell phone or email), you will only see one option. Note: if you do not have access to your account recovery email or phone, please contact the LIM IT help desk at (646) 218-2190. Click 'Email',

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Microsoft								
Get bad	ck into yo	our accour	nt					
verification s	tep 1 > choose a	new password						
Please choose the	contact method we	hould use for verificati	on:					
● Email my alte	ernate email	You will receive an e address (ro*******@	mail contai	ning a veri).	fication code at	your alternate e	mail	
O Text my mob	ile phone							
🔿 Call my mob	ile phone	Email						
Cancel	, i							
		2						

7. Log into your personal email account to retrieve the verification code.

nicrosoft.com
ge account email verification code
lineservicesteam@microsoftonline.com 1@yahoo.com
Verify your email address
Thanks for verifying your Rob.Win10@limcollege.edu account!
Your code is: 117687
Sincerely, LIM College
Microsoft Corporation One Microsoft Way Radmond, WA 98052-6399
This message was sent from an unmonitored email address. Please do not reply to this message. Microsoft Privacy Legal
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d click 'Next'.
Get back into your account
verification step 1 > choose a new password
Please choose the contact method we should use for verification:
• Email my alternate email We've sent an email message containing a verification code to your inbox.
O Text my mobile phone

9. Enter your new LIM NetID password. Click 'Finish'. **Reminder:** Passwords must be at least ten (10) characters, including at least one uppercase letter, one lowercase letter, one number, and one symbol.

Get back into your account

verification step 1 <> choose a new passwo	ord
* Enter new password:	
•••••	
* Confirm new password:	
••••••	
Finish Cancel	

7. Your password has been reset. Click 'click here' to log in with your new LIM NetID and new password.

Get back into your account Vour password has been reset

To sign in with your new password, <u>click here</u>.