

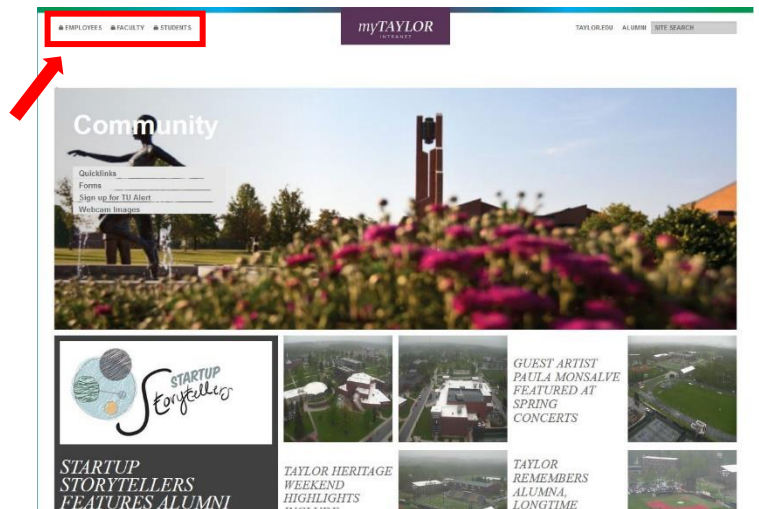
Password Manager

Your Taylor network username and password is your key to accessing student records, class assignments, email, myTAYLOR, and the Internet. Anyone who knows your username and password can access all of your personal information, so it's very important that you keep your Taylor password secure. This means selecting a hard-to-guess password. It also means not sharing your password with anyone. Your network password is **not** the same thing as your personal computer password or your TOWER PIN.

Password Manager

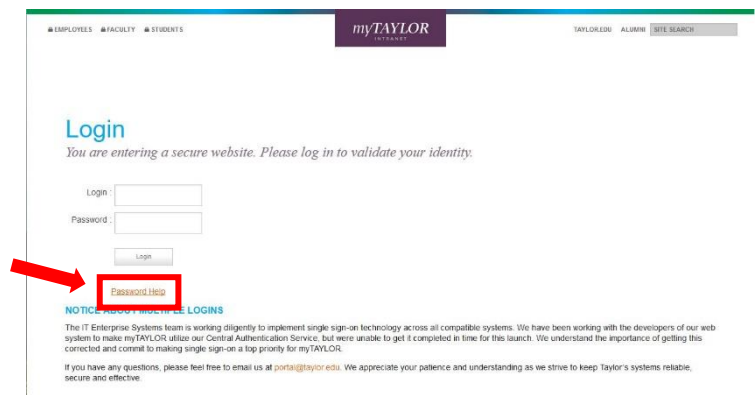
Taylor's Password Manager allows you to activate your account and change or reset your password.

- Visit myTAYLOR (<https://my.taylor.edu>)
- Select your role



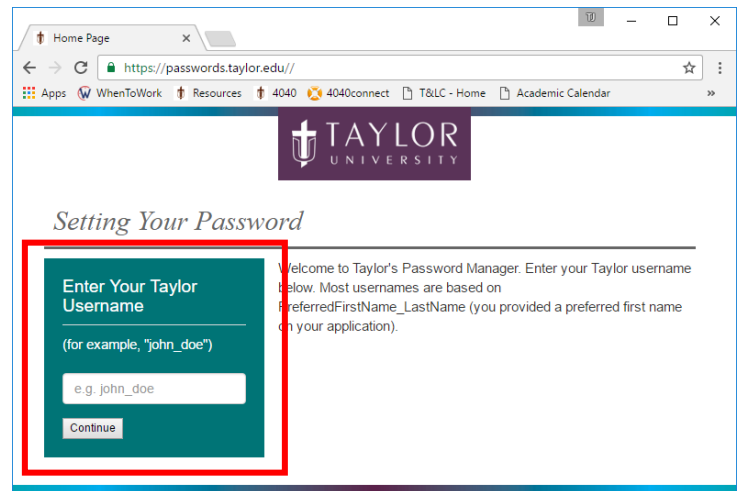
Password Manager:

- Click "Password Help"



Identify yourself:

- Enter your Taylor username
- Click Continue



Verify your identity:

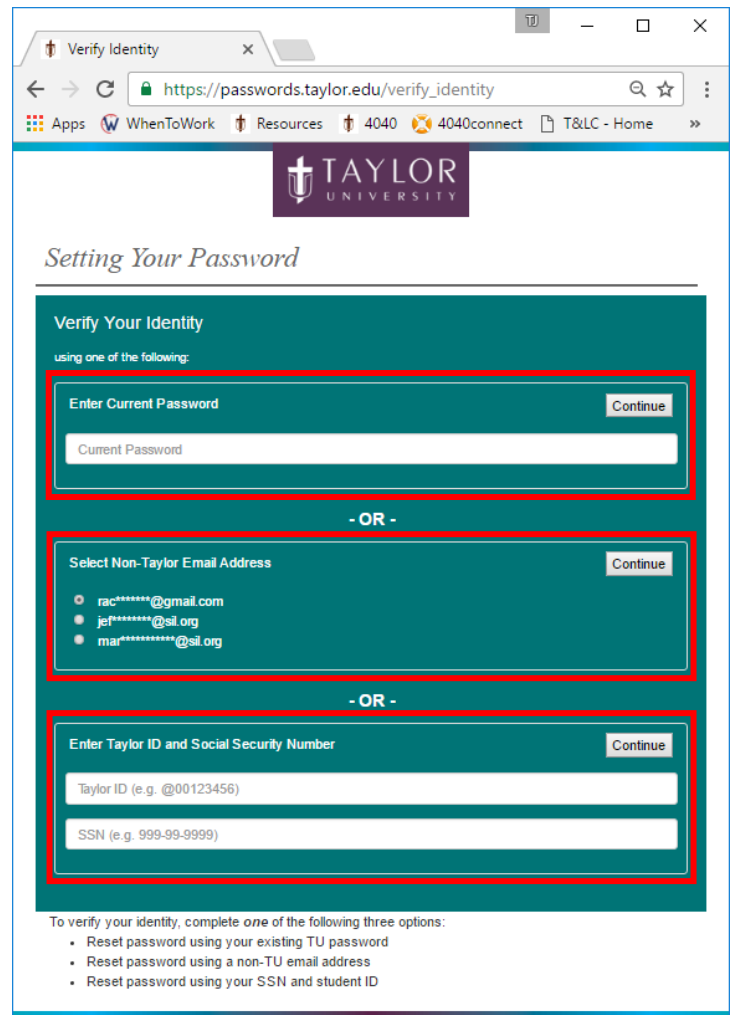
- Enter your Current Password
- Click Continue

OR

- Select non-Taylor email address
- Click Continue
- Check for email from Client Services
- Click link inside email

OR

- Enter Taylor ID
- Enter Social Security Number
- Click Continue



Choose a new password:

Once your identity has been verified, you will be prompted to choose a new, secure password.

- New Password: Type your new password
- Confirm Password: Type your new password again
- Click Change Password. You should receive confirmation that your password was successfully changed.
- Use your new password to access myTAYLOR and other Taylor network resources

Note: When choosing a new password, be sure to check that it meets Taylor's minimum password requirements, listed to the right on the Password Manager website.

No one from Taylor will EVER ask you for your password. Keep it secret! Keep it safe!

Reset Password

https://passwords.taylor.edu/change_password

TAYLOR UNIVERSITY

Setting Your Password

Enter Your New Password

✓ Your identity has been verified.

➔ You must now enter a new password:

Please select a new, secure password keeping in mind the minimum requirements listed below.

All new passwords must conform to the following minimum requirements:

- Passwords cannot be reused.
- New passwords must be at least 8 characters long.
- New passwords must not contain your username or any part of your full name.
- New passwords must contain characters from at least three of the following four categories:
 - Lower-case letters (a-z)
 - Upper-case letters (A-Z)
 - Numeric digits (0-9)
 - Non-alphanumeric characters (e.g., !, \$, #, %)

Note: Your password will need to be changed at least once every 200 days or it will expire.

For help in selecting and testing a secure password, use an online tool such as <https://howsecureismypassword.net/>.