# Self Service Password Instructions

## New user will need to access: <https://passwordhelp.bmc.org> and set their password

* Enter your new BMC email as the username.



* Complete the captcha
* Right Mouse click the blue continue.
* Select email Verification.
* Right Mouse click the blue continue.



* Right Mouse click the down arrow and select your personal/work non bmc email address by right mouse clicking it.

* Right Mouse click the blue continue.



* You will receive at that address an email subject line Password Reset Confirmation this will contain you verification PIN.



* You will then need to enter the PIN from your email into the blank box.
* Right Mouse click the blue continue

***Password Generation Advice: 22-22 Method two capitals, two names, two numbers and two special characters. Example any combination “John2#smitH5#” ,“John##Smith25”,etc……***

Set your password by entering your new password twice and then right mouse click the blue Reset Password

