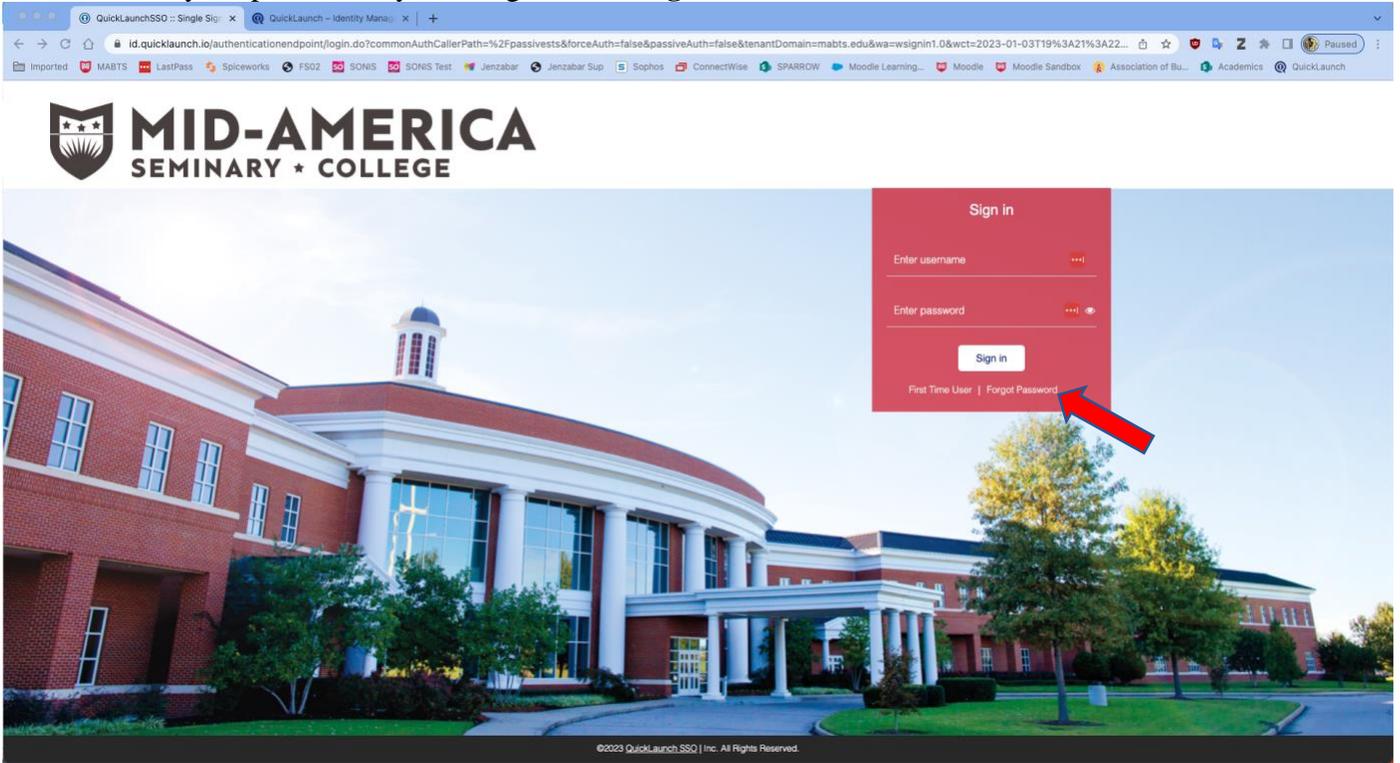
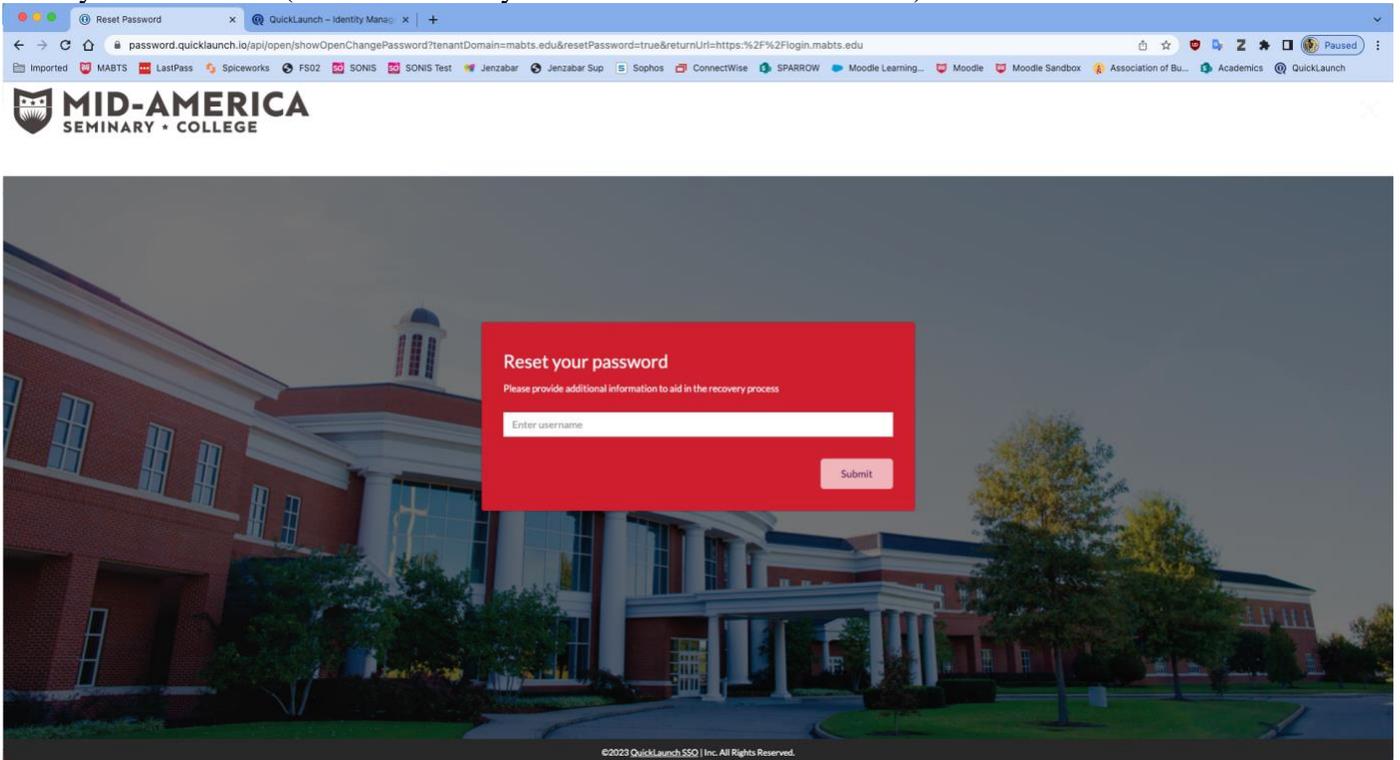


PASSWORD RESET

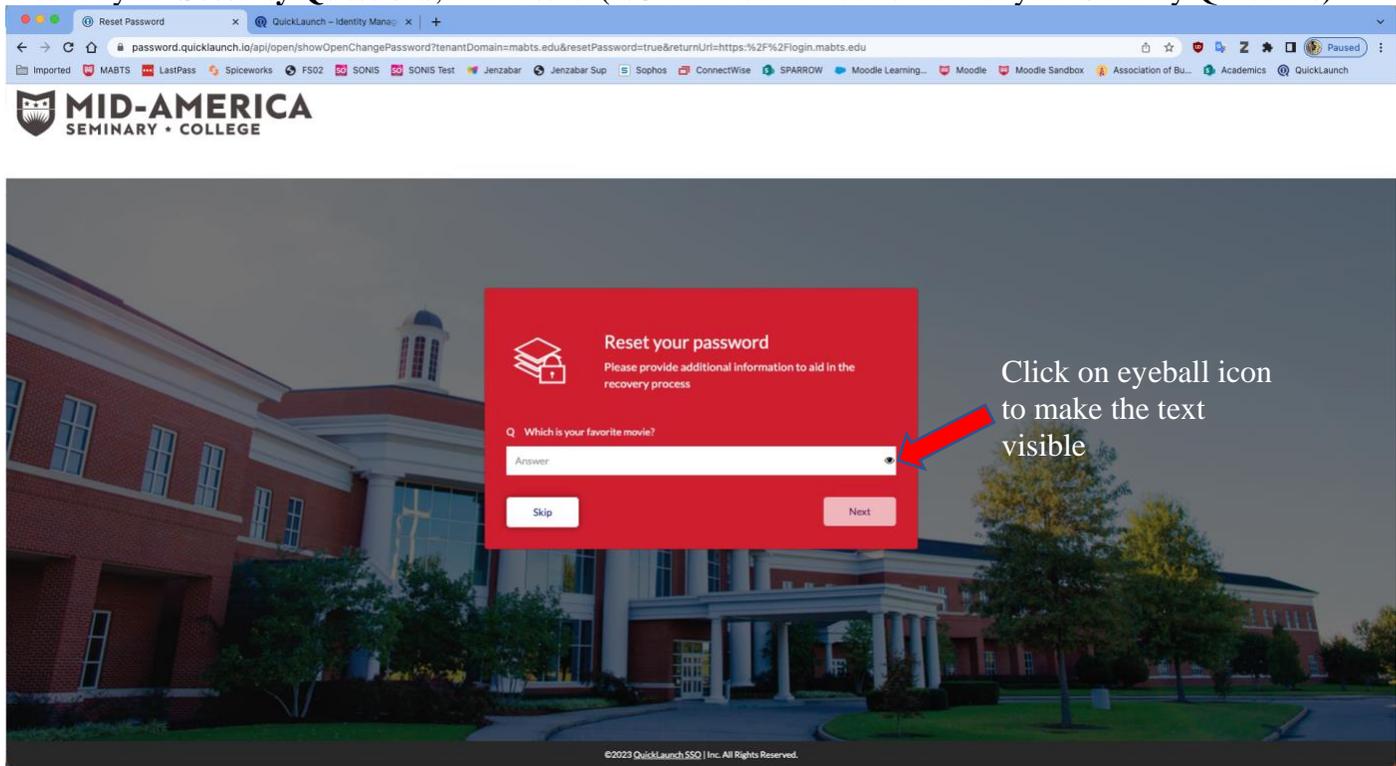
1. You can reset your password by clicking on the **Forgot Password** link.



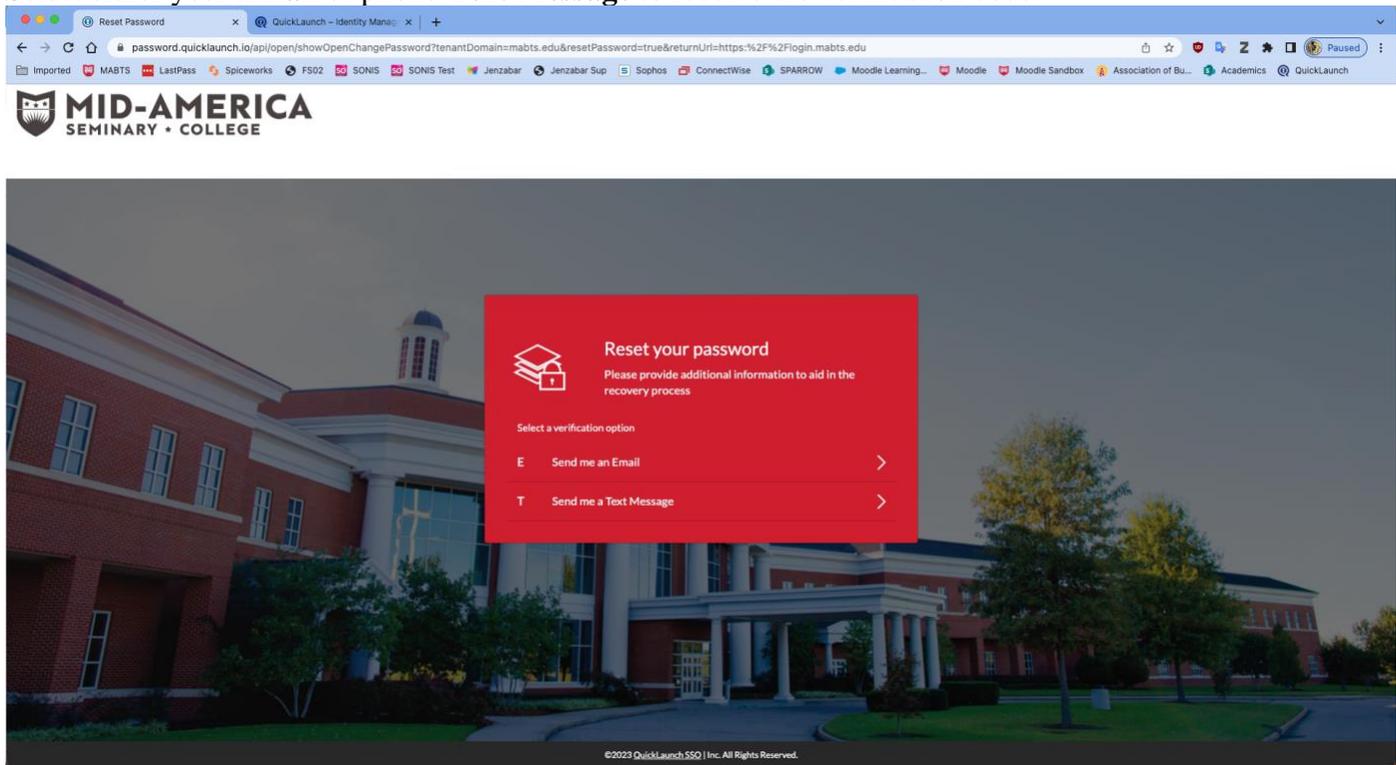
2. Enter your username. (**Students: enter your Student ID “AB1234567”**). Click **Submit**.



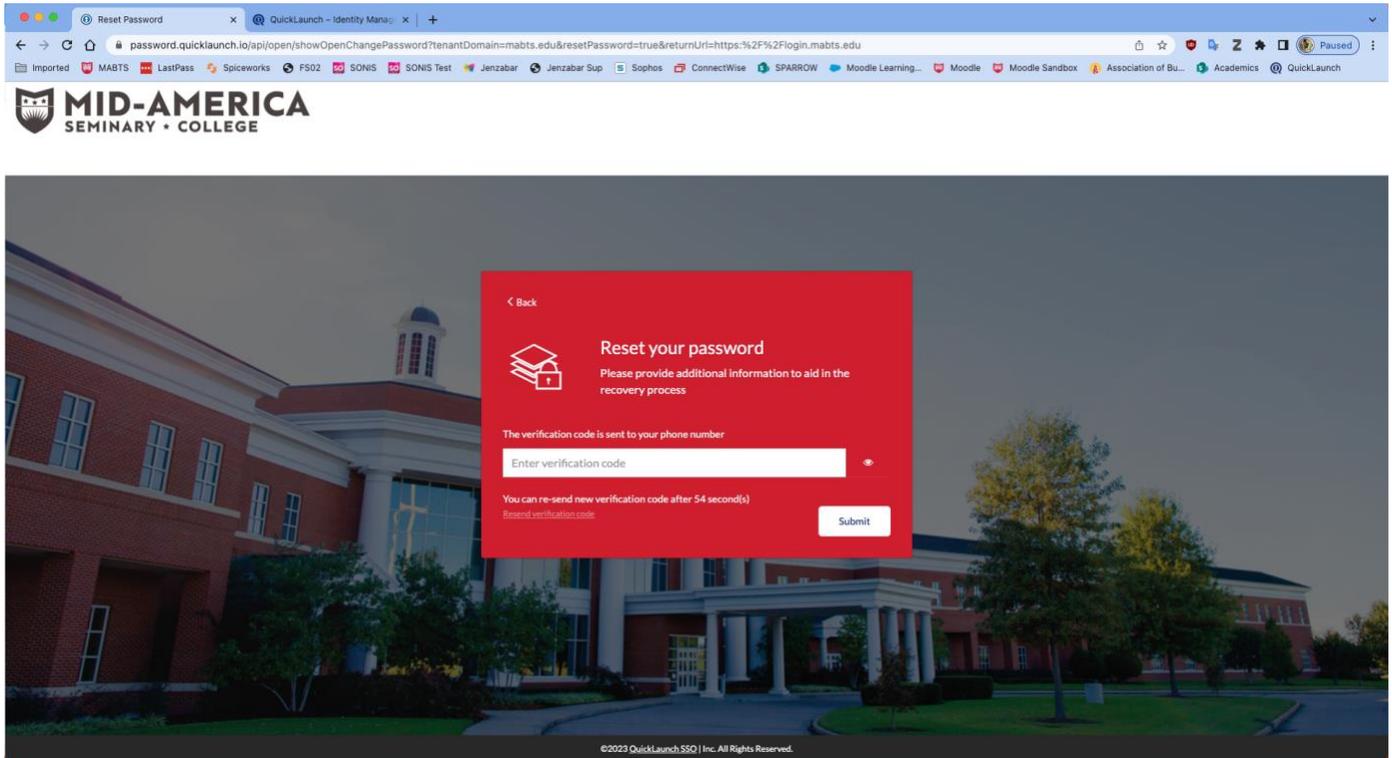
3. Answer your **Security Questions**, click **Next**. (NOTE: You will be asked 2 of your Security Questions)



4. Select either your **Email** or phone **Text Message** to receive the verification code.



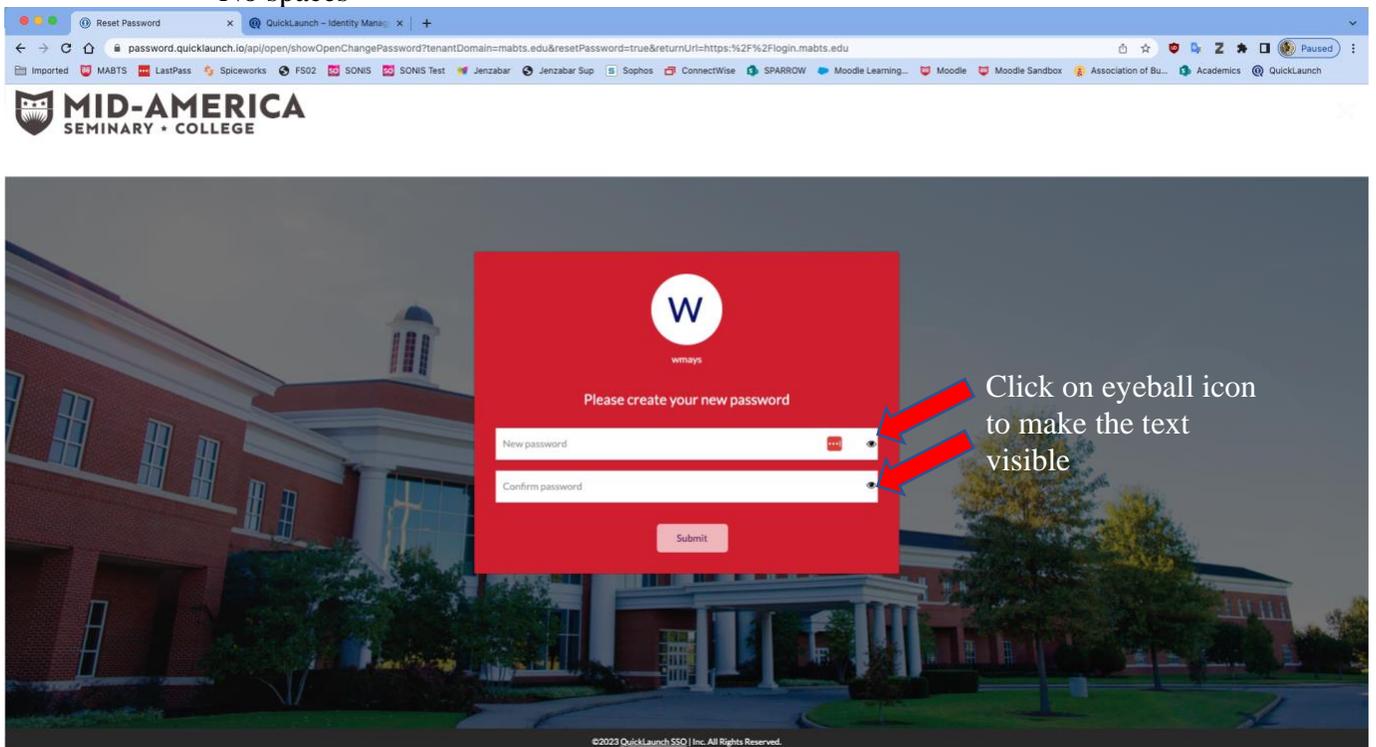
5. Enter the verification code.



6. Enter your new password. (**Students:** When you enter a new password, your Student PIN will no longer be your password. Use your new password moving forward to login to the portal.)

a. Password must include at least: (**NOTE:** You cannot reuse your last 5 passwords)

- 8 characters in length
- Upper- or lower-case letters (A through Z)
- Numeric characters (0 through 9)
- Special characters (for example: !, @, #, \$, ^, %, &, *)
- No spaces



Click on eyeball icon to make the text visible

7. You will then be routed to the Mid-America Portal to login in with your username and new password.