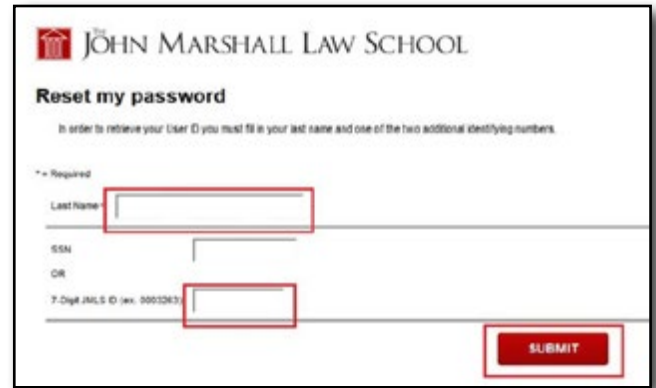
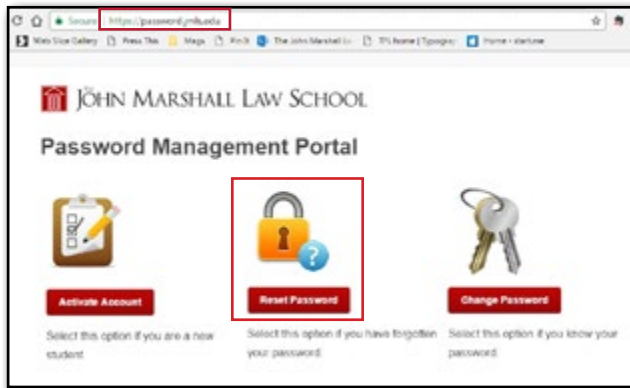




Reset Your JMLS Password

After following these instructions for resetting your JMLS password, if you are unable to change your password or need assistance logging in, please contact the ITS Help Desk: call 312/427-2737 x550, email helpdesk@jmls.edu, create a Help Desk Portal ticket at helpdesk.jmls.edu, or visit room 733, State Street building (via the main elevators or the stairs from the 6th floor just outside the library).

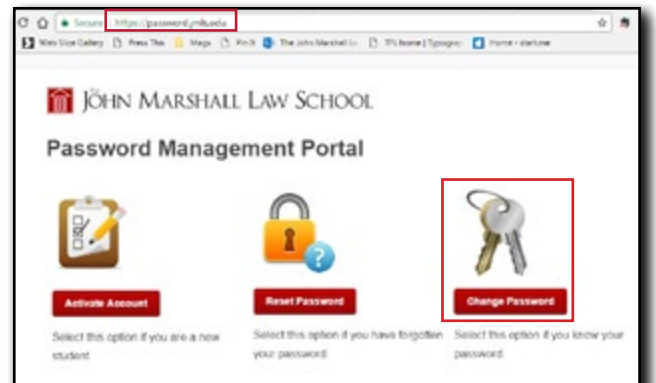
1. In a **web browser** navigate to password.jmls.edu.
2. Click **Reset Password**.
3. Enter your **last name** and your 7-digit **JMLS ID number** then click **Submit**.



4. From the dropdown menu **select your personal email** then click **Submit**. This will send a temporary password to that email account. If you don't see the email, check your junk or spam folder.



5. Once you have the temporary password return to password.jmls.edu and click **Change Password**.



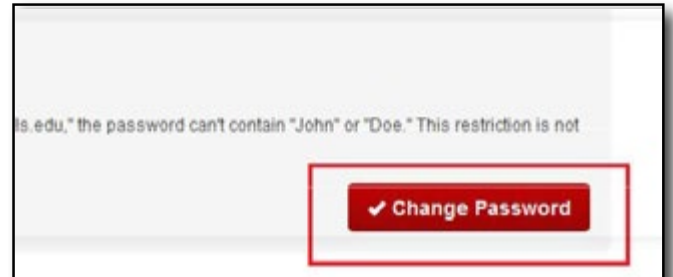


6. Enter your JMLS username and the temporary password. Then create a password you will remember. Please be sure to follow all the *Password rules* listed. When you're done, click **Change Password**.

The screenshot shows the 'Change Password' form on the John Marshall Law School website. The form has the following fields:

- Username:** A text input field with the placeholder text 'Example: jsmith'.
- Current Password:** A password input field.
- New Password:** A password input field.
- Confirm Password:** A password input field.

At the bottom of the form, there is a link labeled 'Password rules'.



7. You will get a green message. The password you just created is the same for all JMLS logins. To log in to eCommons or Moodle, you will use only your JMLS username (*jsmith*). To log in to the Outlook Web App, you will use your full email address.