

Competencies

This document provides instructions on how to:

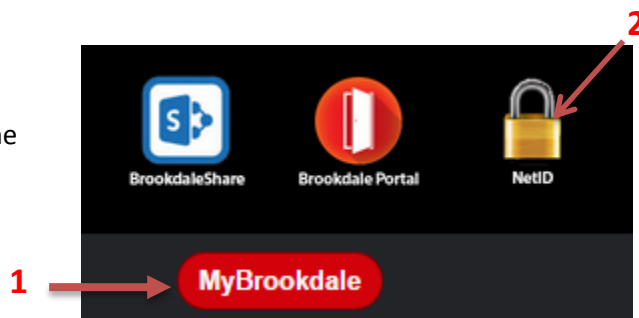
- ✓ [Lookup your Account](#)
 - Allows users to lookup their username, default password, Brookdale email address, Library 14 digit number, and ID number.
- ✓ [Change your password](#)
 - Allows users to change their password if they know their current password.
- ✓ [Reset your Password](#)
 - Allows users to change/reset their password when they do not know their current password.

What's a MyBrookdale NETID?

MyBrookdale NETID is a user name and password you can use for everything you do online with Brookdale.

You can access and manage your *MyBrookdale NETID* password from:

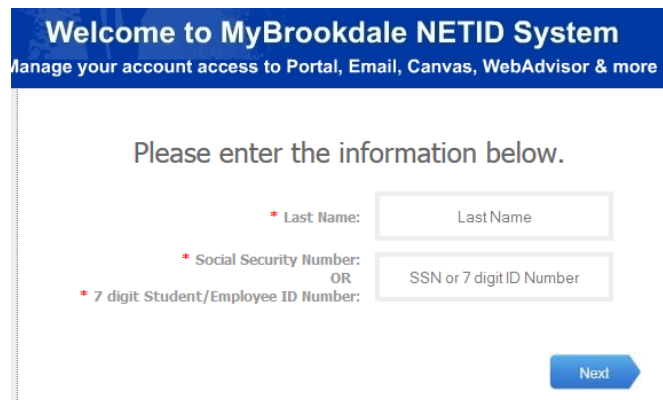
1. Click the **MyBrookdale** link from the top navigation of the Brookdale web site.
2. Select the **NetID** icon from the dropdown menu.



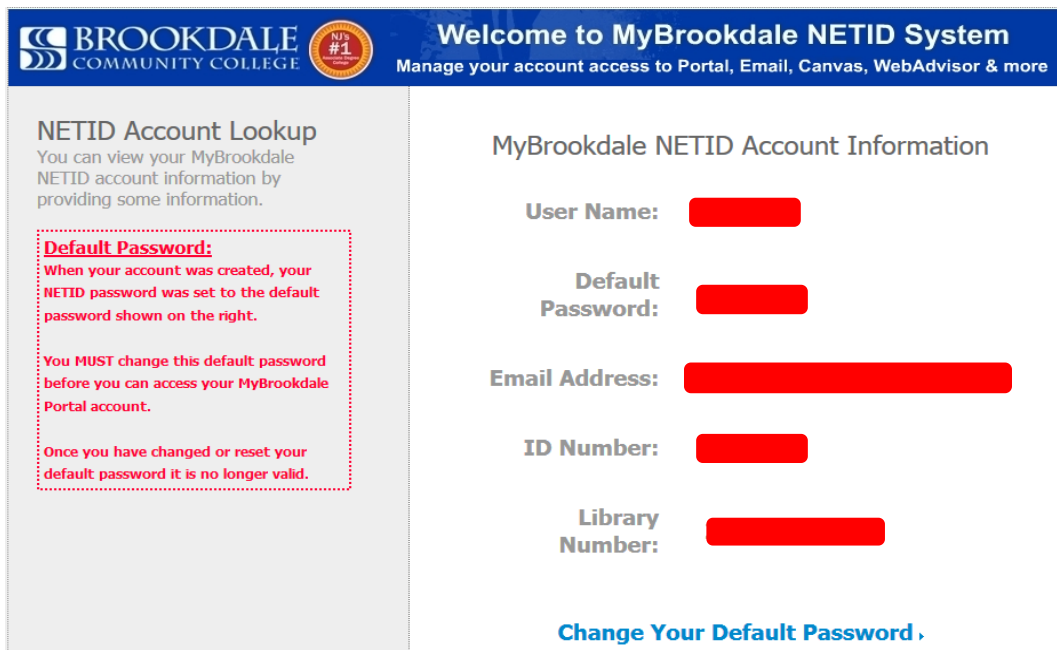
Look up your account information


1. Select the link "**Lookup your account**".
2. Enter your last name and social security number or 7 digit Student/Employee Brookdale ID.
3. Click "**Next**".

If your LAST NAME and SOCIAL SECURITY NUMBER or BROOKDALE ID are found in the Colleague System, then the following information is displayed; *User name, Default password, Brookdale Email address and Brookdale ID.*



NOTE: *If you have changed or reset your default password at any time, the password displayed is no longer valid.*



BROOKDALE COMMUNITY COLLEGE  **Welcome to MyBrookdale NETID System**
Manage your account access to Portal, Email, Canvas, WebAdvisor & more

NETID Account Lookup
You can view your MyBrookdale NETID account information by providing some information.

Default Password:
When your account was created, your NETID password was set to the default password shown on the right.

You **MUST** change this default password before you can access your MyBrookdale Portal account.

Once you have changed or reset your default password it is no longer valid.

MyBrookdale NETID Account Information

User Name:

Default Password:

Email Address:

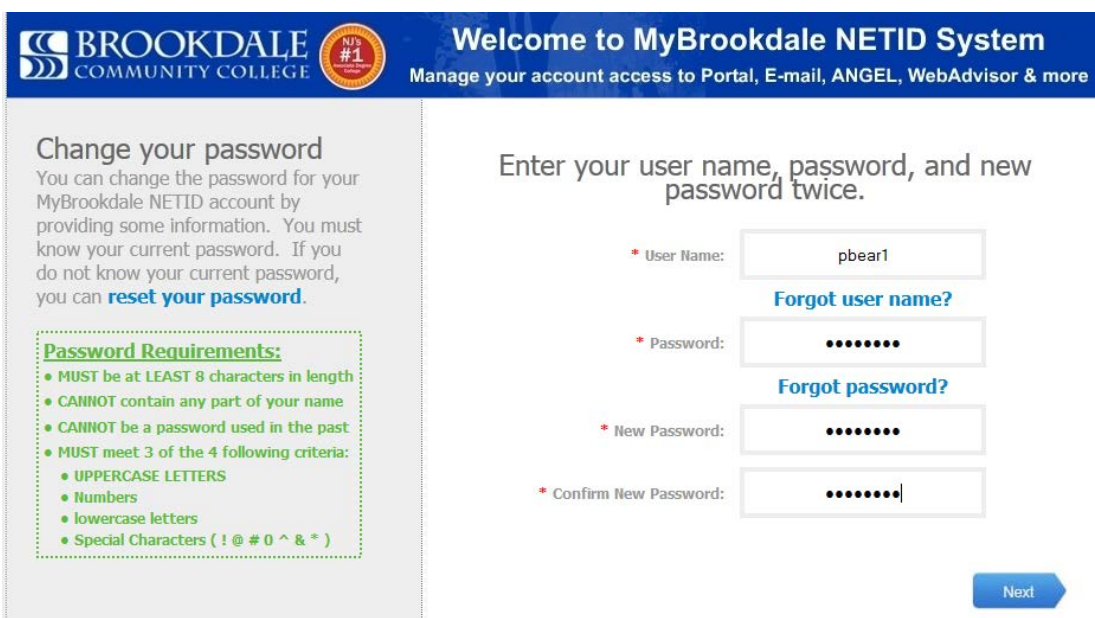
ID Number:


Library Number:

[Change Your Default Password](#)

Change Password – You must know your current password in order to change it.

1. Select the link “**Change your password**”.
2. Enter your *user name*, *current password* and *new password* in the appropriate fields.
3. Click “**Next**”.



BROOKDALE COMMUNITY COLLEGE  **Welcome to MyBrookdale NETID System**
Manage your account access to Portal, E-mail, ANGEL, WebAdvisor & more

Change your password
You can change the password for your MyBrookdale NETID account by providing some information. You must know your current password. If you do not know your current password, you can [reset your password](#).

Password Requirements:

- MUST be at LEAST 8 characters in length
- CANNOT contain any part of your name
- CANNOT be a password used in the past
- MUST meet 3 of the 4 following criteria:
 - UPPERCASE LETTERS
 - Numbers
 - lowercase letters
 - Special Characters (! @ # 0 ^ & *)

Enter your user name, password, and new password twice.

* User Name: [Forgot user name?](#)

* Password: [Forgot password?](#)

* New Password:

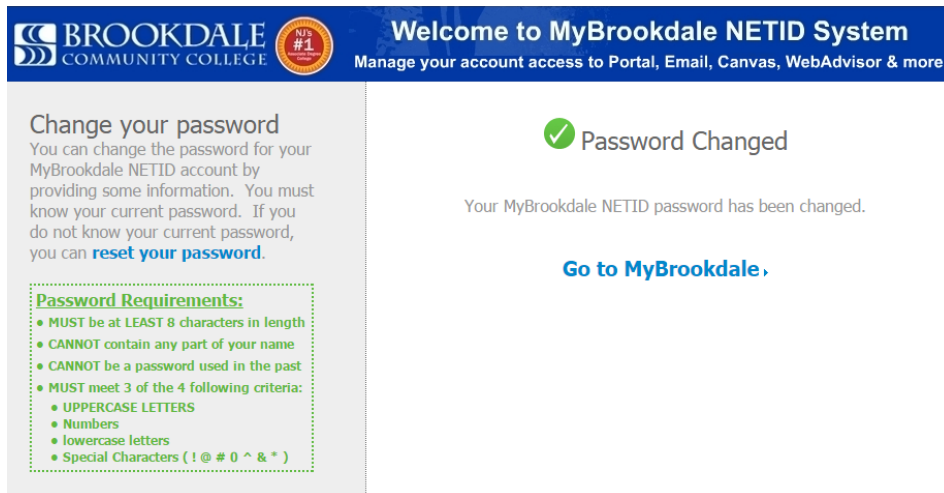
* Confirm New Password:

[Next](#)

If the password is successfully changed, then the following message is displayed and an email confirmation will be sent to your Brookdale Email account.

NOTE: IT MAY TAKE UP TO 15 MINUTES FOR THE PASSWORD CHANGE TO TAKE EFFECT.

Click the **Go to MyBrookdale** link to access Brookdale applications such as Email, Canvas, WebAdvisor, AdvisorTrac, etc.




The screenshot shows the 'Welcome to MyBrookdale NETID System' header with the Brookdale Community College logo and a NJ State seal. Below the header, on the left, is a box titled 'Change your password' with instructions and a 'Password Requirements' section. On the right, a green checkmark icon is followed by the text 'Password Changed' and 'Your MyBrookdale NETID password has been changed.' Below this is a blue link that says 'Go to MyBrookdale'.

Change your password
You can change the password for your MyBrookdale NETID account by providing some information. You must know your current password. If you do not know your current password, you can [reset your password](#).

Password Requirements:

- MUST be at LEAST 8 characters in length
- CANNOT contain any part of your name
- CANNOT be a password used in the past
- MUST meet 3 of the 4 following criteria:
 - UPPERCASE LETTERS
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 - Special Characters (! @ # 0 ^ & *)

Welcome to MyBrookdale NETID System
Manage your account access to Portal, Email, Canvas, WebAdvisor & more

 **Password Changed**

Your MyBrookdale NETID password has been changed.

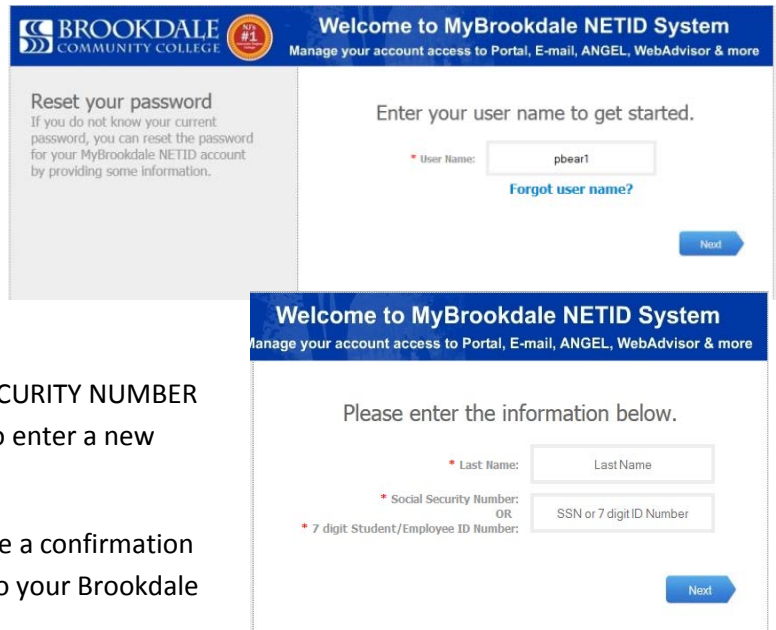
[Go to MyBrookdale](#)

NOTE: If you don't see the screen confirmation or receive an error message, please confirm the following:

1. That you entered data in all the fields.
2. Confirm your user name or password.
3. "New Password" and "Confirm New Password" match.
4. Your new password meets the password requirements:
 - Must contain at LEAST 8 characters.
 - **CANNOT** contain any part of your name.
 - **CANNOT** be a password you used in the past.
 - MUST meet 3 of the 4 following criteria:
 - UPPERCASE LETTERS
 - Lowercase letters
 - Numbers
 - Special Characters (! @ # \$ % ^ &)

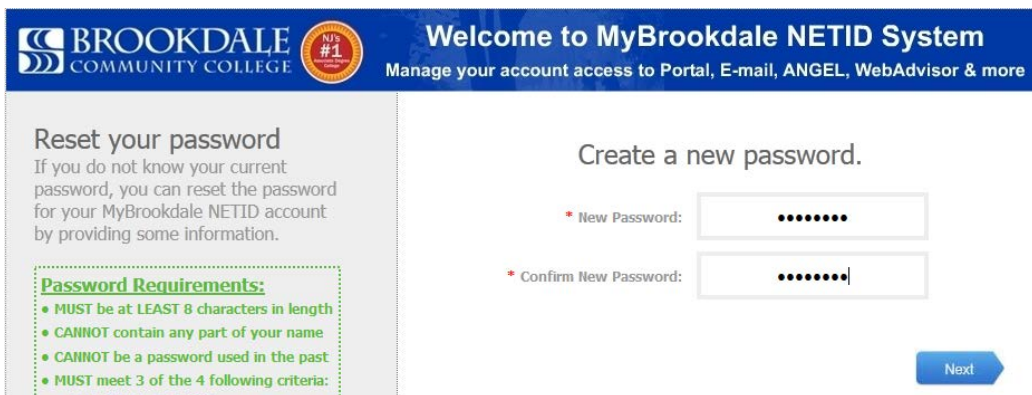
Reset your password - You do not know your current password so you must authenticate by first entering your User Name.

1. Select the link **"Reset your password"**
2. Enter username and click **Next**
3. Enter last name and social security or 7 digit Student/Employee Brookdale ID **Next**
4. If your USER NAME, LAST NAME and SOCIAL SECURITY NUMBER or BROOKDALE ID is found, then you are able to enter a new password as shown below.
5. If the password is successfully reset, you will see a confirmation screen and an email confirmation will be sent to your Brookdale Email account.



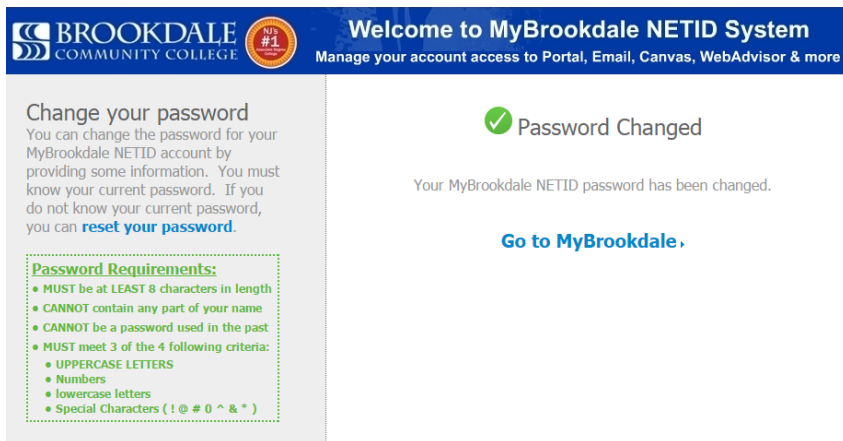
The screenshots show the 'Welcome to MyBrookdale NETID System' interface. The first screen prompts the user to 'Enter your user name to get started.' with a text input field containing 'pbear1' and a 'Next' button. A link 'Forgot user name?' is also present. The second screen prompts the user to 'Please enter the information below.' with input fields for 'Last Name', 'Social Security Number: OR SSN or 7 digit ID Number', and a 'Next' button.

NOTE: IT MAY TAKE UP TO 15 MINUTES FOR THE PASSWORD CHANGE TO TAKE EFFECT.



The screenshot shows the 'Create a new password.' screen. It includes a 'Reset your password' sidebar with instructions and a 'Password Requirements' box listing: MUST be at LEAST 8 characters in length, CANNOT contain any part of your name, CANNOT be a password used in the past, and MUST meet 3 of the 4 following criteria. The main form has two password input fields: 'New Password' and 'Confirm New Password', both masked with dots. A 'Next' button is at the bottom right.

NOTE: If you don't see the screen confirmation or receive an error message, please confirm the following:



The screenshot shows the 'Welcome to MyBrookdale NETID System' header. On the left, a box titled 'Change your password' explains the process and lists requirements: at least 8 characters, no name parts, not used in the past, and meeting 3 of 4 criteria (uppercase, lowercase, numbers, special characters). On the right, a green checkmark icon is next to the text 'Password Changed', followed by a confirmation message and a 'Go to MyBrookdale' link.

1. That you entered data in all the fields.
2. Confirm your user name or password.
3. “New Password” and “Confirm New Password” match.
4. Your new password meets the password requirements:
 - Must be at LEAST 8 characters in length
 - **CANNOT** contain any part of your name
 - **CANNOT** be a password you used in the past
 - MUST meet 3 of the 4 following criteria:
 - UPPERCASE LETTERS
 - Lowercase letters
 - Numbers
 - Special Characters (! @ # \$ % ^ &)

Click the **Go to MyBrookdale** link to access Brookdale applications such as Email, Canvas, WebAdvisor, AdvisorTrac, etc.

For additional support contact the OIT Help Desk

- Call Help Desk extension at **2829** on campus or dial **732-224-2829**
- Email Help Desk at helpdesk@brookdalecc.edu