



ALERT!

Passwords Expire

Tuesday, October 8, 2024

Beginning September 23rd, 2024 you will be prompted to provide additional information to enroll in Microsoft Self Service Password Management. **You MUST change your password before TUESDAY, OCTOBER 8, 2024.**

You will have two weeks to enroll in the Microsoft Self Service Password Management and change your password. **You may change your password anytime on or after Monday, September 23, 2024, through Tuesday, October 8, 2024.** If you do not change your password between these dates, **your password will automatically expire and need to be changed on or after TUESDAY, OCTOBER 8, 2024.**

IMPORTANT: Carefully review the updated instructions below as the process for changing and managing your Brookdale NetID password has been updated.

How to change and manage your Brookdale NetID Password:

1. Go to the **MyBrookdale NetID** link and select the Change icon
2. Beginning September 23rd, **you will be prompted to provide additional information to enroll in the Microsoft Self Service Password Management (SSPR) when you log into any Brookdale applications from the MyBrookdale link.** Be sure to complete the “More Information Required” steps so that you can reset a forgotten password without assistance from Helpdesk.

For additional support, contact the **Help Desk** at helpdesk@brookdalecc.edu or call **732-224-2829**.

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 at least 3 of the 4 following criteria :
 - * UPPERCASE LETTERS
 - * Lowercase letters
 - * Numbers
 - * Special Characters (! @ # \$ % ^ &)



Remember to update your password on **all of your mobile devices** (cell phone, iPad, tablet, etc.) to continue to connect to the Brookdale Wireless Network and to receive your Brookdale email to your mobile devices.

<https://www.brookdalecc.edu/oit/support-articles/change-password-mobile/>