

# TLC Tips

## How to Get User Name and Password

Congratulations! We are delighted to welcome you to Brookdale. You are now part of Brookdale Worldwide, our cohort of online students from around the globe. In this letter, we will explain how to set up your Network ID and password. These are the first steps towards your educational journey.

You will need your Brookdale user name and password to view any online resources. These resources include your placement test, courses, and e-mail. Use this procedure to look up your user name and set your password.

1. On your computer, open **Chrome, Firefox, or Safari**.
2. Go to the Brookdale Community College home page, <https://www.brookdalecc.edu>.
3. In the upper-right corner of the screen, click the **MyBrookdale** button.



Figure 1 MyBrookdale button

4. Click **NetID**.



Figure 2 NetID button

5. Click **Lookup your account**.

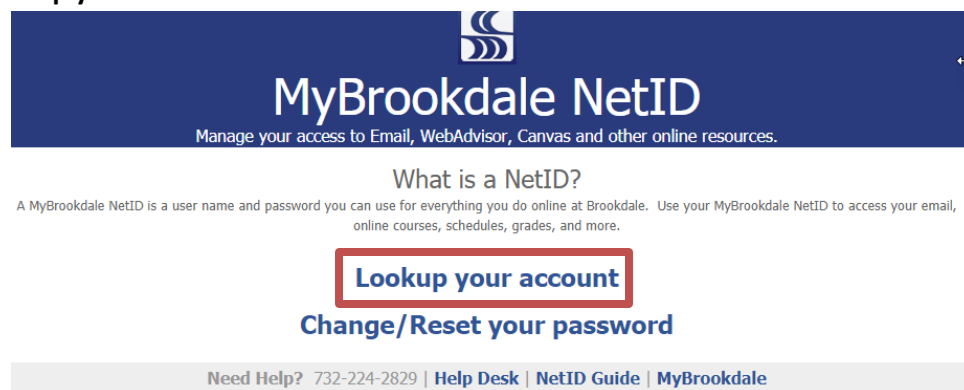
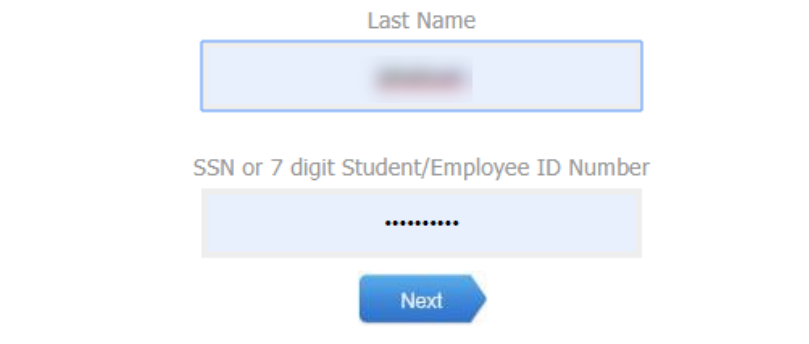


Figure 3 Lookup your account

6. In the top box, enter your last name. In the bottom box, enter your Social Security number, Student ID number, passport ID, or other ID number.

## Account Lookup

Enter the information below to find your MyBrookdale NetID account information.

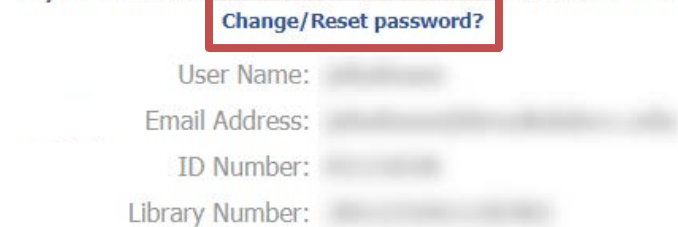


The form consists of two input fields and a button. The first field is labeled 'Last Name' and contains a blurred name. The second field is labeled 'SSN or 7 digit Student/Employee ID Number' and contains seven dots. Below the fields is a blue button with a right-pointing arrow and the text 'Next'.

Figure 4 Account Lookup

7. The screen displays your account information. Write down this information, including:
  - User Name
  - Email address
  - ID number

## MyBrookdale NetID Account Information



The screen displays account information with a red box around the 'Change/Reset password?' link. The information shown is:

- User Name: [blurred]
- Email Address: [blurred]
- ID Number: [blurred]
- Library Number: [blurred]

Figure 5 Account Information

8. Click **Change/Reset Password**.
9. Enter your User Name from step 7.

Enter your user name to get started.



The form has a single input field labeled 'User Name' containing a blurred name. Below the field is a link that says 'Forgot user name?' and a blue button with a right-pointing arrow and the text 'Next'.

Figure 6 User Name

10. Make sure that the user name is correct. In the top box, enter your last name. In the bottom box, enter your Social Security number, Student ID number, Passport, or other ID number.

**Verify your information.**  
Enter the information below to continue your password reset.

Last Name

SSN or 7 digit Student/Employee ID Number

.....

[Next](#)

*Figure 7 Verify Your Information*

11. Choose a password and enter it twice. Be sure to follow the instructions on screen to make a strong password.

**Create a new password.**  
Enter your new password below.

must be at least 8 characters  
cannot contain any part of your name  
cannot be a password you have used in the past  
must have at least 3 of the 4 following criteria:  
Uppercase, lowercase, numbers, special characters ( ! @ # \$ % ^ & \* = )

New Password

.....

Confirm New Password

.....

[Next](#)

*Figure 8 Create a Password*

- **You will have to change your password at the beginning of each semester.**
- **Do not share your password with anyone.**