



# ALERT!

## Passwords Expire

### MONDAY, OCTOBER 11, 2021

For uninterrupted access to your Brookdale Email, Office 365, Canvas, WebAdvisor Self Service, and other Brookdale applications and resources, you **MUST** change/reset your password **before MONDAY, OCTOBER 11, 2021**.

You will have 14 days to change/reset your NetID password. **You may change/reset your NetID password anytime on or after Monday, September 27, 2021, through Sunday, October 10, 2021** . If you do not change your password between these dates, **your password will automatically expire and need to be changed/reset on or after Monday, October 11, 2021**.

#### How to change/reset your NetID Password:

1. Go to the Brookdale website at [www.brookdalecc.edu](http://www.brookdalecc.edu)
2. Click the **MyBrookdale** link to access the QuickLaunch navigation
3. Click the **NetID** icon
4. Click "**Change/Reset your password**"
5. Follow the onscreen instructions to change/reset your password

**NOTE: You must enter your Brookdale 7-digit ID or your social security number to change/reset your password.**

Please allow up to 15 minutes for the password change to take effect before attempting to access any applications from the **MyBrookdale** link.

For additional support, contact the **Help Desk** at [helpdesk@brookdalecc.edu](mailto: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/>