

How to Change Your Password

This guide is to help you change your password when it has expired or you are having issues with your account. University BearPass login account passwords expired every 120 days from the last password change. Typically alerts are sent to University email accounts when your password is about to expire and prompt you to change the password.

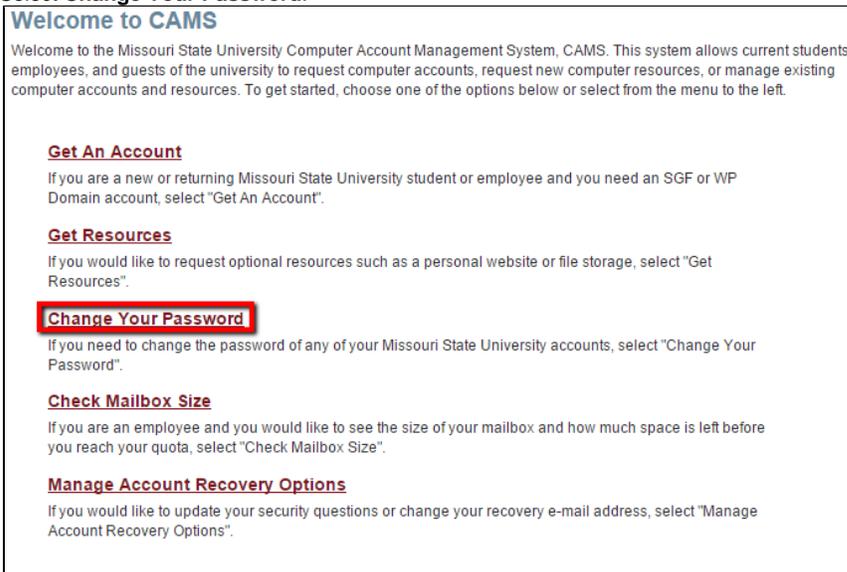
Step-by-step guide

- Changing your Missouri State password using your current password
- Changing your Missouri State password using your security questions
- Changing your Missouri State password at an Open-Access Lab Help Desk

Changing your Missouri State password using your current password

If you remember your old password, you may use it to create a new one, even if your old password has expired.

1. Go to cams.missouristate.edu.
2. Select **Change Your Password**.



Welcome to CAMS

Welcome to the Missouri State University Computer Account Management System, CAMS. This system allows current students, employees, and guests of the university to request computer accounts, request new computer resources, or manage existing computer accounts and resources. To get started, choose one of the options below or select from the menu to the left.

Get An Account
If you are a new or returning Missouri State University student or employee and you need an SGF or WP Domain account, select "Get An Account".

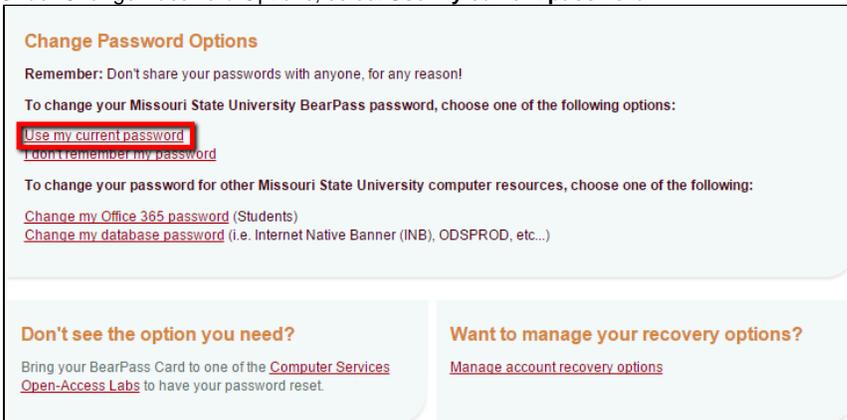
Get Resources
If you would like to request optional resources such as a personal website or file storage, select "Get Resources".

Change Your Password
If you need to change the password of any of your Missouri State University accounts, select "Change Your Password".

Check Mailbox Size
If you are an employee and you would like to see the size of your mailbox and how much space is left before you reach your quota, select "Check Mailbox Size".

Manage Account Recovery Options
If you would like to update your security questions or change your recovery e-mail address, select "Manage Account Recovery Options".

3. Under Change Password Options, select **Use my current password**.



Change Password Options

Remember: Don't share your passwords with anyone, for any reason!

To change your Missouri State University BearPass password, choose one of the following options:

Use my current password
[I don't remember my password](#)

To change your password for other Missouri State University computer resources, choose one of the following:

[Change my Office 365 password \(Students\)](#)
[Change my database password \(i.e. Internet Native Banner \(INB\), ODSPROD, etc...\)](#)

Don't see the option you need?
Bring your BearPass Card to one of the [Computer Services Open-Access Labs](#) to have your password reset.

Want to manage your recovery options?
[Manage account recovery options](#)

4. Enter your BearPass Login, old password, and the new password you've chosen. Then click **Submit**. Your BearPass Password is case sensitive, must be at least 8 characters

Related articles:

- [How to Install SPSS 24 \(Authorized User Licensing\)](#)
- [How to Purchase and Redeem BearPrint Premium Cards](#)
- [How to Train New Lab Assistants for GAs](#)
- [How to Build a Trial Schedule](#)
- [How to Log In to Microsoft Imagine Academy](#)

long, and must contain 3 of the following: one capital letter, one lowercase letter, one number, one symbol.

Change your password using your old password

To change the password for your Missouri State University Computer Account using your old password, fill out the form below.

Remember, your password MUST:

- be a minimum of 8 characters
- contain three of the following: lowercase, uppercase, numbers, or special characters
- NOT contain your BearPass Login, BearPass E-mail, or First or Last Name

[Need some ideas?](#)
[Complete description of complexity requirements](#)

NOTE: Before you change your password, close any e-mail program you have running. Once you have changed your password, log out of Windows, then log in with your new password before restarting your e-mail program. Be sure to also open Credential Manager in Windows, or Keychain Access in OS X, to update any stored credentials. If you do not follow these steps, your account may be locked.

BearPass Login: (Example: abc123)

Current Password:

New Password:

Confirm New Password:

You will be directed back to the Change Password Options page, and a highlighted line of text should appear at the top of the page that reads "Your Login password has been successfully changed."

Go to my.missouristate.edu to login.

Changing your Missouri State password using your security questions

If you forgot your old password, you may choose to change your password by answering your security questions. If you haven't set up security questions, you will need to obtain a [confirmation code](#) to set them up.

1. Go to cams.missouristate.edu and select **Change Your Password**.

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[Get An Account](#)
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[Change Your Password](#)
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[Check Mailbox Size](#)
If you are an employee and you would like to see the size of your mailbox and how much space is left before you reach your quota, select "Check Mailbox Size".

[Manage Account Recovery Options](#)
If you would like to update your security questions or change your recovery e-mail address, select "Manage Account Recovery Options".

2. Under Change Password Options, select **I don't remember my password**.

Change Password Options

Remember: Don't share your passwords with anyone, for any reason!

To change your Missouri State University BearPass password, choose one of the following options:

[Use my current password](#)
[I don't remember my password](#)

To change your password for other Missouri State University computer resources, choose one of the following:

[Change my Office 365 password](#) (Students)
[Change my database password](#) (i.e. Internet Native Banner (INB), ODSPROD, etc...)

Don't see the option you need?
 Bring your BearPass Card to one of the [Computer Services Open-Access Labs](#) to have your password reset.

Want to manage your recovery options?
[Manage account recovery options](#)

3. Enter your BearPass Login and select **Next**.

4. Your recovery (non-MSU) email address will be displayed. If the address is correct, click **“Yes, send verification code”** and go to Step 5; otherwise, click **“No”**.

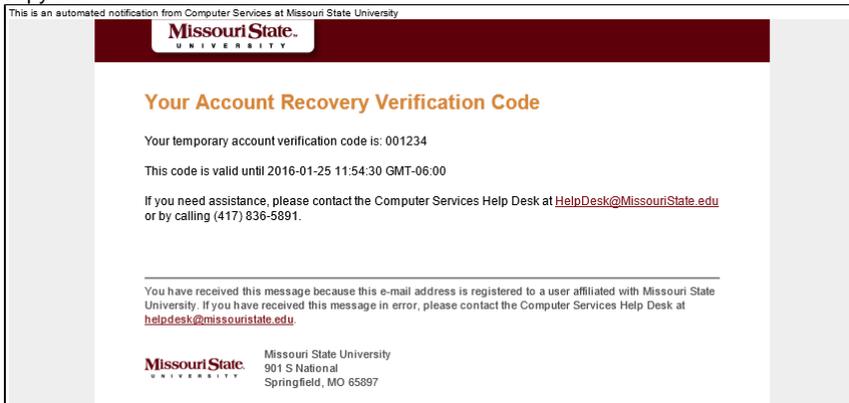
If **“No”** is selected, contact the Computer Services Help Desk for assistance. You can either come in person to one of the Open-Access Computer Labs with your BearPass card or call the Help Desk's number on the screen.

HelpDesk@MissouriState.edu'. At the bottom, there is a footer with copyright information and a note: 'Your IP address will be logged as 146.7.42.43'."/>

If no recovery address has been set up, you will see an error message directing you through the process to set one up.
You can do so by following these steps: [How To Configure Your Account Recovery Options](#)

Once the problems are fixed, you will start from Step 1 again.

- An account recovery verification code was emailed to your recovery email address. Open a new tab in your browser (or a new browser window) to access that email account. Open the email with the temporary verification code, which is valid for a short length of time. Copy the verification code.



Go back to the browser tab with the "Change Your Password" page.

- On the "Change Your Password" page, you will be required to you to enter four (4) pieces of information. All answers are required.
 - The answer to a randomly selected **Security Question**.
 - Verification Code**
 - New Password**

Confirm New Password

Missouri State UNIVERSITY

Change Your Password

Recover account access

Please provide the requested information below, then enter a new password for your account.

NOTE: Before you change your password, close any e-mail program you have running. Once you have changed your password, log out of Windows, then log in with your new password before restarting your e-mail program. Be sure to also open Credential Manager in Windows, or Keychain Access in OS X, to update any stored credentials. If you do not follow these steps, your account may be locked.

[Need some ideas?](#)
Complete description of complexity requirements

What was the name of your best friend during childhood?
[Give me a different question](#)

• Answer is required.

WARNING: Your account will be disabled for 30 minutes after 3 failed attempts to answer a security question. If you do not recall the answer to a question, please click the "Give me a different question" link to try a different one.

Verification Code:

• You must enter the numeric code that was sent to you via e-mail

New Password:

• New Password is required. • Password must be at least 8 characters long

Confirm New Password:

• You must confirm your new password.

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Maintained by: EdScribe Systems • Last Modified: January 7, 2016 - URL: <https://escribe.missouristate.edu/service/changepassword.aspx>
Your IP address will be logged as 148.7.42.43

If you do not remember the answer to the security question, you can rotate to different question by clicking **Give me a different question**.

- Click **Submit**. Your account password has been reset.

You will be directed back to the Change Password Options page, and a highlighted line of text should appear at the top of the page that reads "Your Login password has been successfully changed." Go to my.missouristate.edu to login.

Resetting Security Questions

If you have tried all your security questions, and cannot correctly answer any of them, please contact the HelpDesk at 417-836-5891. Resetting security questions will require your birthday and Bearpass Number.

After resetting your password you will need to update your stored credentials in various locations on your computer. For guides on how to do this please see the following Experts pages:

- [How to Update Stored Credentials in Apple Mail for Faculty and Staff](#)
- [How to Update Stored Credentials in iOS for Faculty and Staff](#)
- [How to Update Stored Credentials in Windows Credential Manager for Faculty and Staff](#)

If you encounter any problems, please contact the Computer Services Help Desk at helpdesk.missouristate.edu or by phone at 417-836-5891.

Changing your Missouri State password at an Open-Access Lab Help Desk

If you are having difficulty changing your password, you may come to a Help Desk to receive a temporary password that must be changed immediately. Help Desks can be found in the following Open- Access Labs: Cheek Hall 0150, Glass Hall 0229, or Meyer Library 0105.

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891