



## How Do I Setup the My Account Password Reset Tool?

Stephen Madunic - 2018-01-29 - 0 Comments - in Accounts

Setup/Manage My Account

### Step 1

To begin setting up your My Account, go to [myaccount.dom.edu](http://myaccount.dom.edu) and select Setup/Manage My Account



**DOMINICAN UNIVERSITY**  
Where Learning Demands More



This site, MyAccount, is used to register and manage your Dominican Network ID and its associated password. Your DUID connects you to many Dominican University services including myDU, Canvas, Office 365 and the Support Center.

Self-service password resets and account unlocks are available only after registration in the MyAccount system. If at any point in the process you encounter difficulty, please contact the Support Center at 708-524-6888 or [supportcenter@dom.edu](mailto:supportcenter@dom.edu).

#### Reset My Password

Reset or change your Dominican University password

#### Unlock My Account

Unlock your Dominican University Network account

#### Setup/Manage My Account

Establish or manage your password reset profile

### Step 2

Type the text that is in the reCaptcha

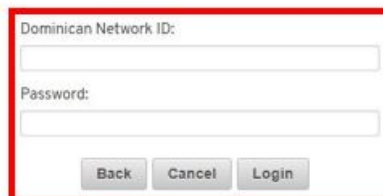
**Setup/Manage Your Dominican University Network Account**  
Enter the requested information to manage your Dominican University Network account.



### Step 3

Login using your Dominican University credentials

**Setup/Manage Your Dominican University Network Account**  
Enter the requested information to manage your Dominican University Network account.



### Step 4

Once you are logged in, you will need to add a personal email address, cell phone number and also create a 6 digit pin. Select Next on the User Setup screen

This wizard walks you through the steps required to configure your account for our self service account features.

### User Setup

You will now be guided through setting up your account so you may perform various self service actions, such as *Password Resets*.  
The list below shows the steps where we need details from you.

Incomplete	Personal and Dominican Email Addresses
Incomplete	Personal Mobile Number- Area Code and Number (No Dashes)
Incomplete	Provide A Personal Identification Number (or PIN)

Show steps that are already completed

< Previous **Next >** Cancel Finish

#### Step 5

Enter a Personal non-Dominican email address and click add to add this email to your account. Once your email address has been added to your account, you can select what types of notifications you would like it to receive. Your personal email should not be set to None. Click next

This wizard walks you through the steps required to configure your account for our self service account features.

### Personal and Dominican Email Addresses

We occasionally need to send you messages and confirmations. Please provide your contact details here.

#### Email Addresses

Personal Email Address	
email@gmail.com	<input type="button" value="Add"/>
email@my.dom.edu	All Notifications <input type="button" value="v"/>
email@gmail.com	All Notifications <input type="button" value="v"/>
<a href="#">Delete</a>	

< Previous **Next >** Cancel Finish

#### Step 6

Enter a personal cell phone number and click add to add this number to your account. Once your cell phone number has been added to your account, you can select what types of notifications you would like it to receive. Your cell phone notifications should not be set to None. Click next

This wizard walks you through the steps required to configure your account for our self service account features.

**Personal Mobile Number- Area Code and Number (No Dashes)**

We occasionally need to send you messages and confirmations. Please provide your contact details here.

**Mobile Numbers**

Personal Mobile Number- Area Code and Number (No Dashes)  
7085246888

7085246888

- None
- Account Only
- OTP Only
- All Notifications

### Step 7

You will need to create a 6 digit PIN that will be used in the future to reset your password. Enter a PIN or generate a new PIN (we suggest you type a pin), click next

This wizard walks you through the steps required to configure your account for our self service account features.

**User Setup**

Your Personal Identification Number (PIN)

- ★ Use the  buttons to get you started, or choose your own PIN.
- ★ Take your time, choose a PIN you will remember.
- ★ Try *not* to use a PIN you use for something else such as your banking PIN.

Show PIN on screen

### Step 8

Once you have completed the My Account setup you will get a confirmation like the one below. Click finish

This wizard walks you through the steps required to configure your account for our self service account features.

**User Setup**

The following is a summary of all changes that will be made. If any steps are not yet complete, please go back and provide the request details. Click on *Finish* to apply the new details.

<b>Now Complete</b>	Personal and Dominican Email Addresses
<b>Now Complete</b>	Personal Mobile Number- Area Code and Number (No Dashes)
<b>Now Complete</b>	Provide A Personal Identification Number (or PIN)

< Previous    Next >    Cancel    **Finish**

### Step 9

You My Account setup is complete, click Close

**User Setup** Show detailed progress

 Your request has been completed.

✓ Account now setup

**Close**

### Related News

- [MyAccount - Your New Self-Service Account Management Tool](#)