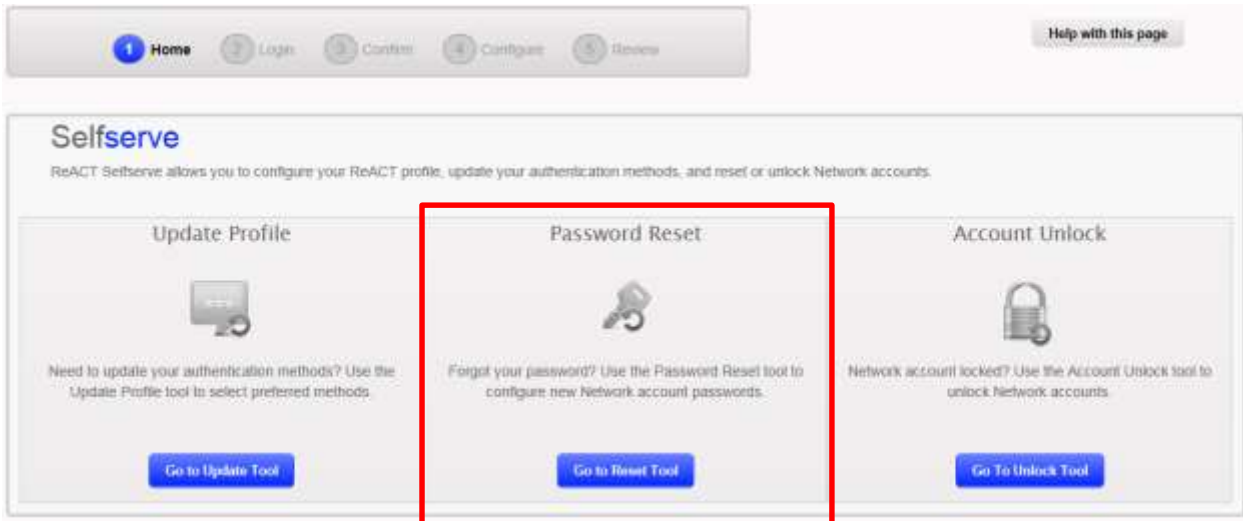


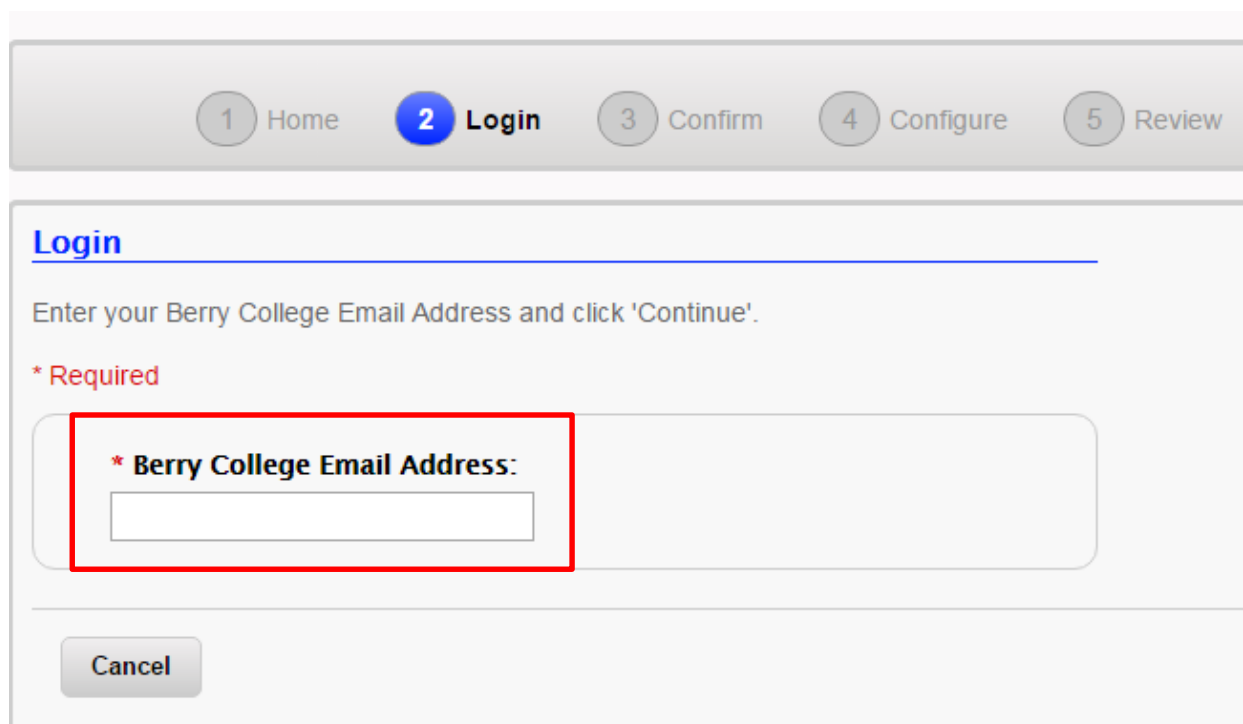
How to Change your Password Using React

Go to <https://react.berry.edu> in any web browser (ex. Internet Explorer, Google Chrome, or Mozilla Firefox)

Step 1: Under “Password Reset,” click “Go to Reset Tool”



Step 2: Enter in your full Berry College email address and click “Continue”



Step 3: You will be presented with questions that are specific to you; answer these questions and click Continue to create new challenge questions.

We recommend that you set up alternative means of authentication in addition to the challenge questions. (See [instructions](#) at the end of this document.)

- Authentication via SMS will send a text message to a phone number you specify.
- Authentication via e-mail will send an e-mail to a non-Berry email address you specify.

1 Home 2 Login 3 Confirm

Confirm ReACT ID

Select your authentication method, provide the requested information

* Required

Authenticate with Active Directory

Authenticate with Challenge Questions

*What is your favorite past-time?

*What make was your first car or bike?

Authenticate with SMS

Authenticate with E-Mail

Cancel

Students Only:

Select account(s) you want to change the password for by clicking the check boxes to the left of your user name.

1 Home 2 Login 3 Confirm 4 Configure 5 Review

Select Accounts

Please select the accounts you wish to reset from the list below:

<input type="checkbox"/>	User Name	System Name
<input type="checkbox"/>	[REDACTED]	Active Directory (AD)
<input type="checkbox"/>	[REDACTED]@vikings.berry.edu	Office365

0 Of 2 Selected (Select All) << < 1 > >> Display: 1 1-2 Of 2

Cancel

By selecting both, you can set your account passwords to be the same for Active Directory and your email.

Active Directory (“AD”) authentication is used for the following services:

- Campus Reservation System
- Computer logins (Lab and Berry supported computers)
- Papercut (printing for students)
- SkillPort online training
- Skype/Lync login
- Student Work timesheets
- Tips.berry.edu
- Wireless logins to “Berry” network

Office365 authentication is used to access your Berry College student e-mail account.

Step 4: Update your password and confirm it, make sure to follow the password rules listed, otherwise the password update will fail.

Create a New Password

Enter in a new password following the rules below, and click 'Reset'.

* Required

Password Rules:

1. ⚠ Passwords must match
2. ⚠ No part of your name can be used
3. ⚠ Can't be one of your last 6 passwords
4. ⚠ Must be between 9 and 13 characters
5. ⚠ Must contain at least one uppercase letter
6. ⚠ Must contain at least one number
7. ⚠ May contain special characters such as ! and #

*Password:

*Confirm Password:

Cancel

Your account password has now been changed.

To set up alternate authentication methods:

Go to <https://react.berry.edu>

Step 1: click “Go to Update Tool” under “Update Profile”

Step 2: Enter your Berry College email address

Step 3: Authenticate with challenge questions

Step 4: From here, you may select new challenge questions and answers, add an alternate e-mail address, and/or add a cell phone number

Configure or Update Authentication Methods

Select preferred authentications methods and click 'Finish' when complete.

Challenge Questions

** Challenge Question update is optional.*

(+) Expand to Update Challenge Questions

Challenge Question Rules

- ⚠ All question and answer fields must be completed.
- ⚠ Answers and confirmed answers must match.
- ⚠ Duplicates are not allowed.
- ⚠ Answers are not case sensitive.

** Enter your own challenge questions or select from the dropdown list if you do not wish to.*

** All questions must be at least 10 characters in length. All answers must be at least 3 characters in length.*

***Question #1:**

Select One... (Or type one below)

***Answer #1:**

***Retype-Answer #1:**

***Question #2:**

Select One... (Or type one below)

E-Mail Support

Primary E-Mail:

tsills@berry.edu

Alternate E-Mail:

SMS Support

Phone Number:

Select Your Cell Carrier:

AT&T