

Password Changes

To change your VikingWeb password, login and then click Personal Info in the top right corner, click the Password tab, enter the Old Password, New Password, Confirm Password and click Save. If you want to add a Password Hint, click the link to set it up. You should see a screen like this one:



The screenshot shows a web interface titled "My Info - Manage Password". It has a navigation bar with tabs: "Account Info", "Password", "Photo", "Custom Info", "Office Hours", and "Bi". The "Password" tab is selected. Below the tabs, there is a section titled "Password" with a message: "The new password you choose must be between 4 and 10 characters long." There are three input fields labeled "Old Password:", "New Password:", and "Confirm Password:". Below these fields are two buttons: "Save" and "Cancel". At the bottom left, there is a link labeled "Password Hint".

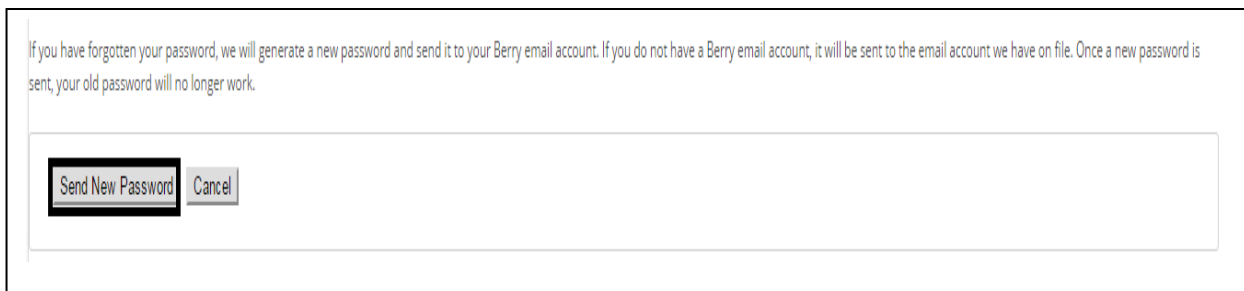
Forgot Password?

If you have forgotten your password, just enter your Berry ID number in the User Name field and click the question mark.



The screenshot shows a login form with two input fields: "Berry ID#" and "Password:". The "Password:" field has a question mark icon next to it. To the right of the "Password:" field is a "Login" button.

Once you are in, click "send new password" and the system will email it to the email address we have for you (your Berry email address for current students).



The screenshot shows a dialog box with the following text: "If you have forgotten your password, we will generate a new password and send it to your Berry email account. If you do not have a Berry email account, it will be sent to the email account we have on file. Once a new password is sent, your old password will no longer work." Below the text are two buttons: "Send New Password" and "Cancel".

If you continue to have problems or do not receive the password, please email vwsupport@berry.edu for assistance.