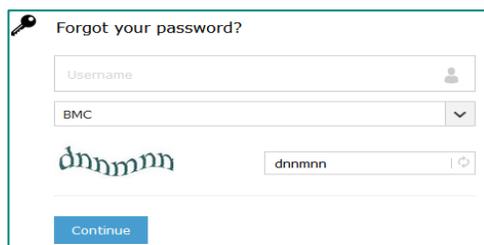


Self Service Password Steward Instructions

New user will need to access: <https://passwordhelp.bmc.org> and set their password

- Enter your new BMC email as the username.



Forgot your password?

Username

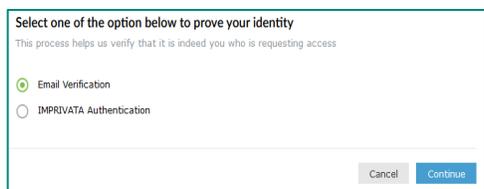
BMC

dnnmnn

dnnmnn

Continue

- Complete the captcha
- Left Mouse click the blue continue.
- Select email Verification.
- Left Mouse click the blue continue.



Select one of the option below to prove your identity

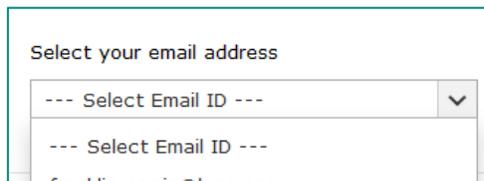
This process helps us verify that it is indeed you who is requesting access

Email Verification

IMPRIVATA Authentication

Cancel Continue

- Left Mouse click the down arrow and select your **steward.org email** address by left mouse clicking it.



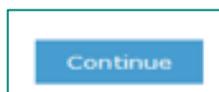
Select your email address

--- Select Email ID ---

--- Select Email ID ---

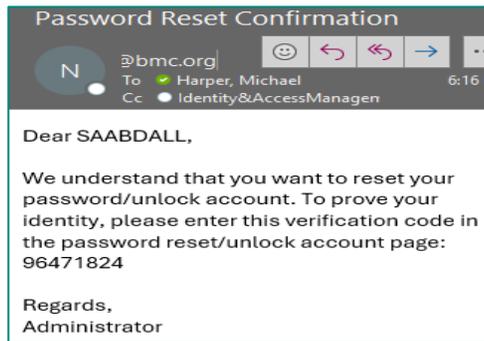
franklin.garcia@bmc.org

- Left Mouse click the blue continue.

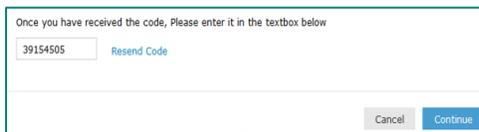


Continue

- You will receive at that address an email subject line **Password Reset Confirmation** this will contain your verification PIN.



- You will then need to enter the PIN from your email into the blank box.



- Left Mouse click the blue continue

Password Generation Advice: **22-22 Method** *two capitals, two names, two numbers and two special characters. Example any combination “John2#smithH5#”, “John##Smith25”, etc.....*

Set your password by entering your new password twice and then left mouse click the blue Reset Password