Password Reset

In the event you forget your password, you can use your security questions and answers to reset it.

Reset Your Password

If you know your password, do the following:

1. Open a web browser.
3. Login with your Booth ID and Password.
4. Locate the portlet named Manage Your Account and click on the **Reset Your Password** link. A new screen appears.
5. Type a new password and confirm it.
6. If you do not see your Security Questions and Answers, fill them in.
7. If you do not see a recovery email address, enter a **Recovery Email** address.
8. Click on the **Submit** button.

If you have forgotten your password, do the following:

1. Open a web browser.
3. Locate the Forgot Your Password? portlet then click on the Forgot Your Password? link.
4. Enter your Chicago Booth ID or your Recovery Email address.
5. Click on the Submit button.

6. Your security questions are presented to you, provide the answers and click on the Submit button.

You are presented with the password reset page. Your questions, answers and recovery email will be filled-in.
7. Enter a password in the **New Password** field and confirm in the **Confirm New Password** field.

![Password Reset Form]

Passwords will expire in the following manner:
- **Alumni** – never
- **Students** – once a year
- **Staff** – every six months
- **Faculty** – every six months