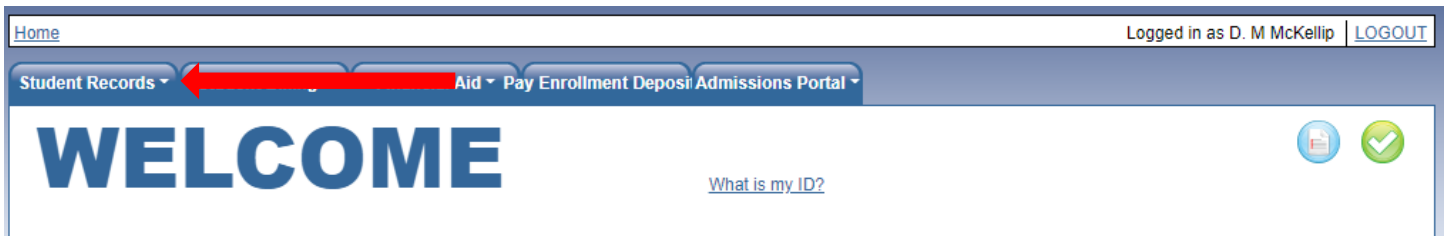


Purpose: To change password or reset password if forgotten.

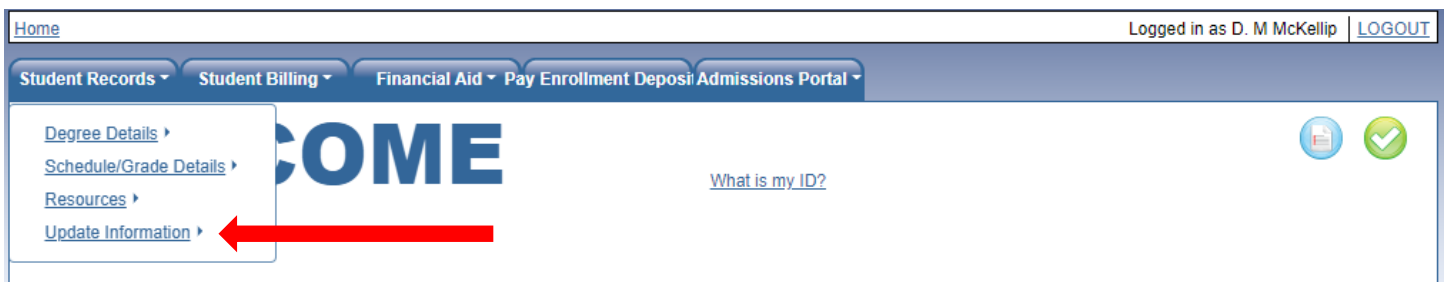
Process:

To Change Password (not forgotten):

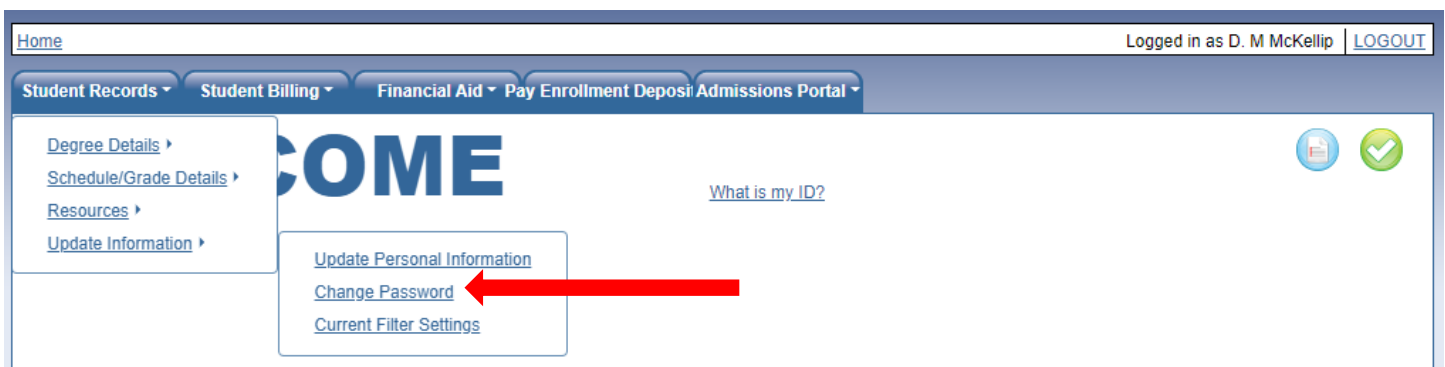
- 1) Log into your EmpowerMe account.
- 2) Select *Student Records*.



- 3) Select *Update Information*



- 4) Select *Change Password*.



- 5) The Username will automatically generate. Underneath the username provide your current password followed by what you would like your password to be.
 - a. Follow the guidelines in red when creating your new password.
- 6) Select submit to confirm the change.

Student Records Financials Pay Enrollment Deposit Admissions Portal

WEEC0521

Change Password


- Your password must be at least 8 characters.
- Your password must be included at least 1 uppercase letter(s).
- Your password must be included at least 1 lowercase letter(s).
- Your password must be included at least 1 number(s).

Username:

Current Password:

New Password:

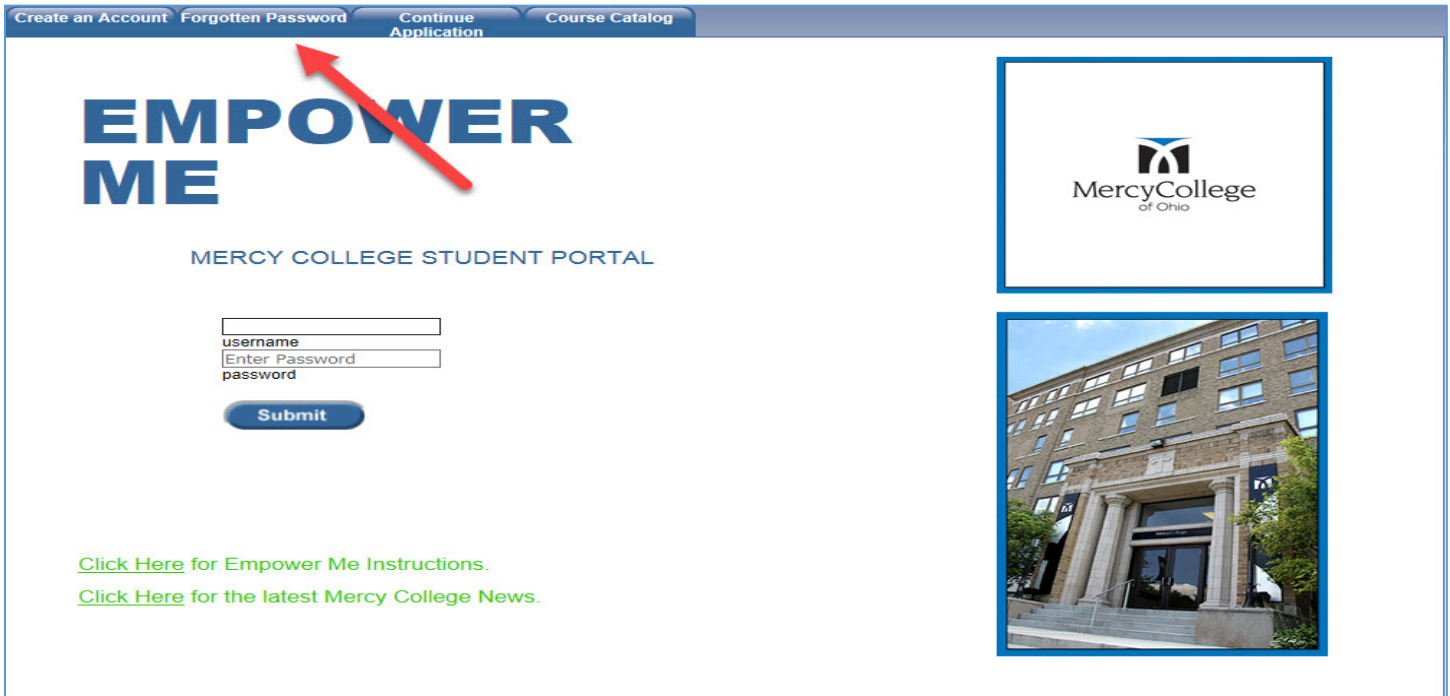
Confirm New Password:



Process:

To Change a Forgotten Password:

- 1) Select the *Forgotten Password* tab on the EmpowerMe home screen.



- 2) Enter your email address and Student ID or Date of Birth.
 - a. The email provided must be listed on your mercy college record (personal email or mercy college email). If the email used is not on record at Mercy College an error message will appear.



- 3) Select Submit to process your request. An email will be sent to the email address listed with a link to update your password. You will be directed back to the home screen which will include the following message.

MERCY COLLEGE STUDENT PORTAL

Instructions to reset your password have been sent to the email address we have on record. You MUST reset your password within 1 hour.

username

Enter Password

password

Submit

4) Select the link in the email. It will direct you to a screen where you will create a new password.

Reply Reply All Forward IM

Thu 2/21/2019 8:53 AM

admissions@mercycollege.edu

Password Request

To

Click the following [link](#) to reset your password. This link is valid for 1 hour. If your link expires, you must submit a new request to reset your password.

5) Follow the guidelines provided in red when creating the new password.

Log In Create an Account Forgotten Password Continue Application Course Catalog

Reset Password

Reset Password

- Your password must be at least 8 characters.**
- Your password must included at least 1 uppercase letter(s).**
- Your password must included at least 1 lowercase letter(s).**
- Your password must be included at least 1 number(s).**

New Password:

Confirm New Password:

Submit

6) Once completed you will be directed back to the EmpowerMe log in screen. You can utilize your new password now to log in.

MERCY COLLEGE STUDENT PORTAL

Your password has been reset for the username HOY1004. Please use your new password to log in

username

Enter Password

password

Submit

For questions please contact the Office of Student Records by emailing registrar@mercycollege.edu.