## **Resetting Your Password**

-Go to <u>myaccount.truman.edu</u> to reset your password (you must know your user name and Truman Banner ID number to reset your password).

- Your username is the first part of your email address (without the @truman.edu). Every student who is enrolled in Upward Bound will automatically be assigned a username that is a mix of your initials and 4 numbers.

-If you do not know your username or Truman Banner ID number, you can email <u>ubub@truman.edu</u> OR send a Remind message OR call 660-785-4244 to get assistance.

<u>NOTE 1</u>: Passwords are required to be reset every 180 days as per Truman policy. If it has been more than 180 days since you logged in then you are probably locked out of your account and need to set a new password at myaccount.truman.edu

<u>NOTE 2</u>: If nothing works, please call Donna in the UB Office (660-785-4244) instead of calling ITS/Truman Help Desk directly. UB student accounts are set up on a different system, so regular Truman Help Desk workers will not be able to assist.