



# MyLIM - How to change your Password in myLIM

Department: Information Technology – Help Desk

Document Type: End User

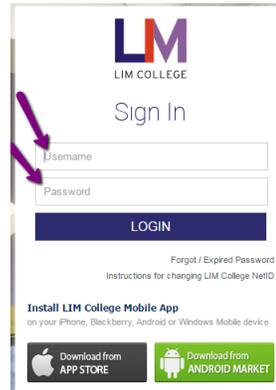
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1. To set up your password management on the MyLIM portal, open your browser and go to:  
<https://mylim.limcollege.edu>

Log in using your LIM credentials.  
Ex. firstname.lastname (joseph.student)



2. Once you log in the very first time you will see two steps. If not please go to the following link.  
<https://mylim.limcollege.edu/group/workflow/workflow>

3. **Step 1: Update your Password Reset Questions**

Here you will enter in answers for questions asked when you need your password reset. Answer all questions and hit Save when finished. Answers must be 2 characters minimum.

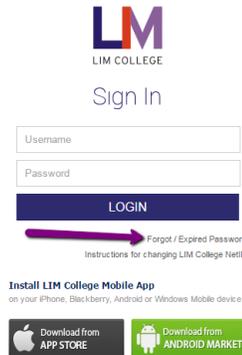
**\*\*You must hit save after answering the questions\*\***

4. **Step 2: Take me to myCampus**

Click on the Take me to MyLIM Portal button to go to the MyLIM home screen.



5. To reset an expired password, or to change your forgotten password, click on the Forgot Password link under the login fields at <https://mylim.limcollege.edu>.



7. On the next page enter your username, ex. `firstname.lastname` (joseph.student), and click OK.

**PLEASE START BELOW**

Username

8. Next, answer the password reset questions you answered before and click OK. If you get an error to contact the helpdesk then you have never set your password reset question answers.

**PLEASE START BELOW**

What is the name of your best friend?

What is your favorite food?

What is your favorite music group?

9. Finally, create a new password and click OK. An email will be sent to your LIM email stating the password change.

**PLEASE START BELOW**

**Generate a Password**

New Password:

Verify New Password:

OK

Cancel

10. Click on Sign In at the top right corner of the page to return to the sign in page of <https://mylim.limcollege.edu>.

Alternatively, if you just simply want to change your current password and you can still login to MyLIM please do the following.

11. Login to mylim.limcollege.edu  
12. In the Launch Pad click on the “FORGOT PASSWORD” folder.



13. Click on “LIM College Password Reset”  
14. Read the instructions and create a new password as seen below.

**PLEASE START BELOW**

**Generate a Password**

New Password:

Verify New Password:

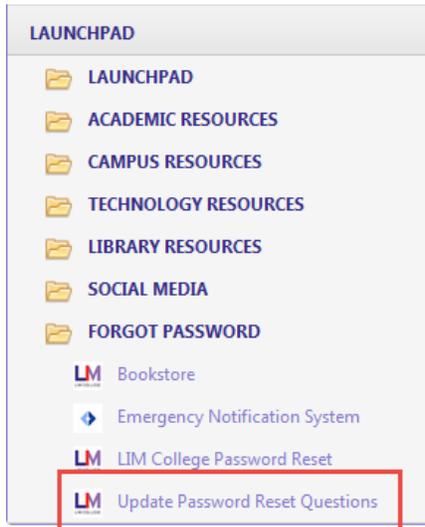
OK

Cancel

**Note:** Once you change your password in MyLIM, please update your mobile device email settings and Wi-Fi settings with your updated password to avoid locking your account out.

## To Update your Security Questions at Any time:

1. After login to MyLIM, on the Left Hand Side Launchpad, Click Forgot Password and select Update Password Reset Questions.



2. Re-enter answers to all questions, click 'Save'.