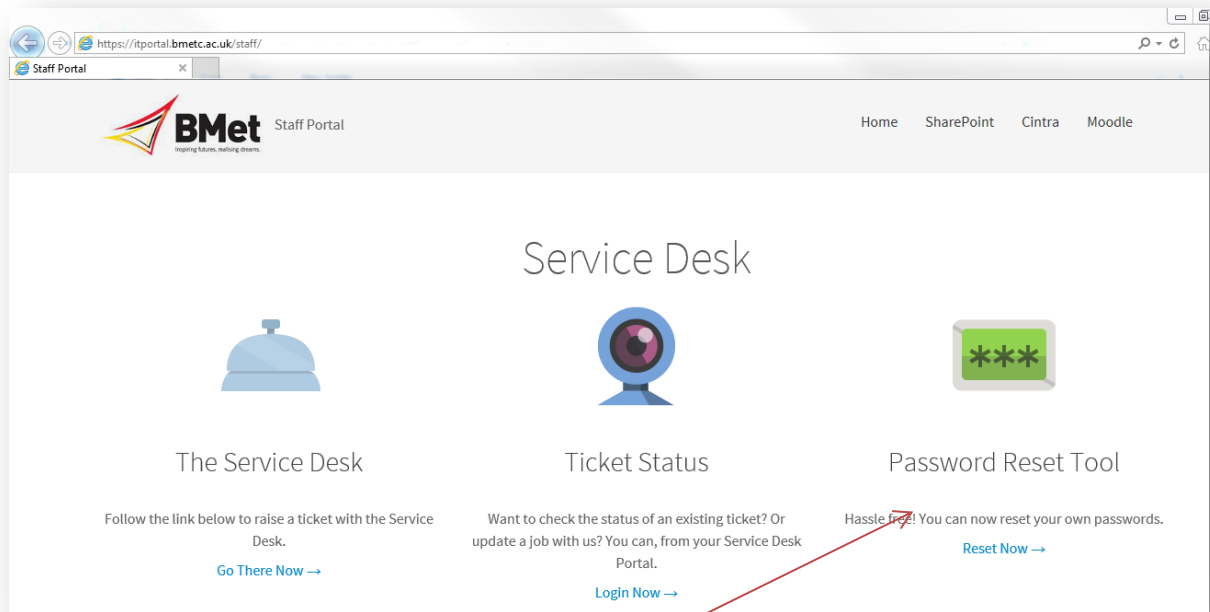


How to reset your corporate password

This will also 'unlock' your account.

If you are outside college go to www.bmet.ac.uk and click on the 'Staff Passwords' link at the bottom of the page.

If you are in college go to <https://itportal.bmetc.ac.uk/staff/>



Click on **Reset Now**, just under the Password Reset Tool link.

A screenshot of the "BMet Self Service" page for "Staff Password Reset". The page has a blue header with the text "BMet Self Service" and "Staff Password Reset". Below the header, there is a section titled "Follow the steps below to reset your password" with five numbered steps: 1. Payroll Number (input field), 2. Date of Birth (input field with format DD/MM/YYYY), 3. Postcode (as shown below) (input field with example 'DY8 1QU'), 4. N.I. Number (input field with text "National Insurance"), and 5. Check Your Details (button). At the bottom left, there is a small copyright notice: "© 2016 BMet".

You should be taken to the **Password Reset Tool**.

You then need to make sure you enter your details correctly, so we can verify who you are and keep your account safe.

Payroll Number → This is your EmployeeID (Payroll Number). You can find this on your ID card

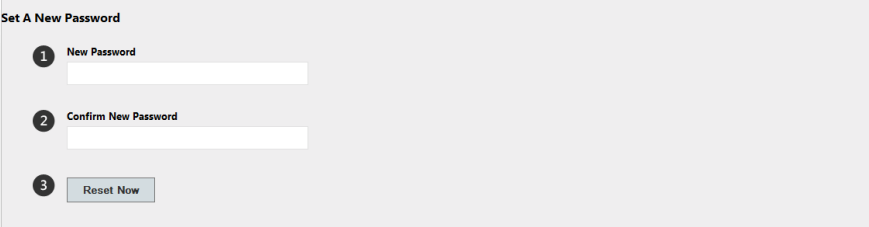
Date of Birth → This needs to be entered as DD/MM/YYYY.

Post Code → This needs to be entered with a 'space' for example "DY8 1QU".

National Insurance Number → Needs to be entered with no spaces.

Then just click the "**Check Your Details**" button.

This will verify all your details match. If you've entered these incorrectly, you'll receive an error screen. Please hit the back button in your browser to start again.



The screenshot shows a form titled "Set A New Password". It contains three numbered steps: 1. "New Password" with an input field, 2. "Confirm New Password" with an input field, and 3. "Reset Now" with a button.

If all the details supplied match, you'll be greeted with a new page asking you to '**Set a new Password**'

Your new passwords must match and meet the requirements for the Corporate Domain.

The Policy is:

- **Your password must be at least 7 characters in length**
- **It must contain at least one Upper Case and one Lower Case**
- **It must have at least one numerical character**
- **It must have one special character (e.g !%&*)**

If you experience any issues please call the Service Desk on 5400 or 0121 362 1130