



Guide on how recover your Portal password (when you forgot it)

- **Step 1:** Go to [Password Management](#) portlet
- **Step 3:** Provide personal information
- **Step 3:** Provide answers
 - Security answer
 - Recovery email
- **Step 4:** Check your recovery email and get authorization code
 - Look for email from Wesleyan College IT
 - Highlight and copy the authorization code
- **Step 5:** Paste authorization code and create new password

Step 1 & 2: Go to Password Management on the Portal (Make sure you are logged out!)

The screenshot shows the Wesleyan College portal interface. At the top, there is a navigation bar with links for HOME, WESNET, ADMISSIONS, ACADEMICS, COMMUNITY CENTER, and NET PRICE CALCULATOR. Below this, there is a search bar and a login section with fields for User Name and Password, and a Login button. The main content area is divided into several sections. On the left, there is a 'WesNet' sidebar with a 'Quick Links' section. The 'Quick Links' section includes links for Pay Online - Nursing Entrance Exam, Pay Fees Online, Wesleyan Library, Wesleyan Google Email, Wesleyan Home Page, Papercut/Webprint, Computer Help Desk, Physical Plant/Maintenance Help Desk, and Student Government. The main content area features a 'WesNet' header with a 'File Tools' button. Below this, there is a 'Health Insurance Waiver/ Enrollment' section with a red callout box pointing to the 'Password Management' link in the sidebar. The callout box contains the text: "Without logging in go to Password Management portlet." The 'Health Insurance Waiver/ Enrollment' section includes text about returning students enrolling or waiving health insurance each Fall before August 1, and a link to the AIG website for more information. Below this, there are links for 'Request for Immunization Record' and 'Request for Medical Records'.

Step 2: Provide your personal information

Password Management



Password Recovery

1


ID Number OR Last 4 of SSN:
9999

User Name:
testuser **2**

Date of Birth:
05/05/2005 **3**

Submit

4

✓ I'm not a robot 
reCAPTCHA
Privacy - Terms

Please provide your personal information so that we know who you are.

Step 2: Provide your recovery information

Password Management

Answer Security Questions

1

What was the make of your first car?
Range Rover HSE

2

What is your recovery email?
testuser@gmail.com

Submit

Please provide your personal security answer and recovery email. If you have not set up your recovery options on the Portal previously or forgot the answers, please contact Computer Information Resources Department at hdesk@wesleyancollege.edu or at 478-757-5239.

Step 4: Check your recovery email and get authorization code

Once you provided your recovery options correctly, you will see the screen (below) that requests the authorization code. Check your recovery email and look for the email (second email below) from Wesleyan IT. You will have 10 minutes before the authorization code expires. If it does you will need to request another code by clicking on corresponding button.

Password Management

Password Reset

An authorization code was sent to your recovery email address that you entered on the previous page s*****v@y***o.com. Check your email and enter the authorization code. The code will expire 10 minutes after you request it.

[Request another verification code](#)

Verification Code:

Password:

Confirm New Password:

Password guidelines

- A minimum of 8 characters
- At least 1 lowercase alphabetical character
- At least 1 uppercase alphabetical character
- At least 1 numeric character
- At least one special character such as ! # @ \$ % & * () - ~

Example of strong password: W@llNut9

[Reset Password](#)

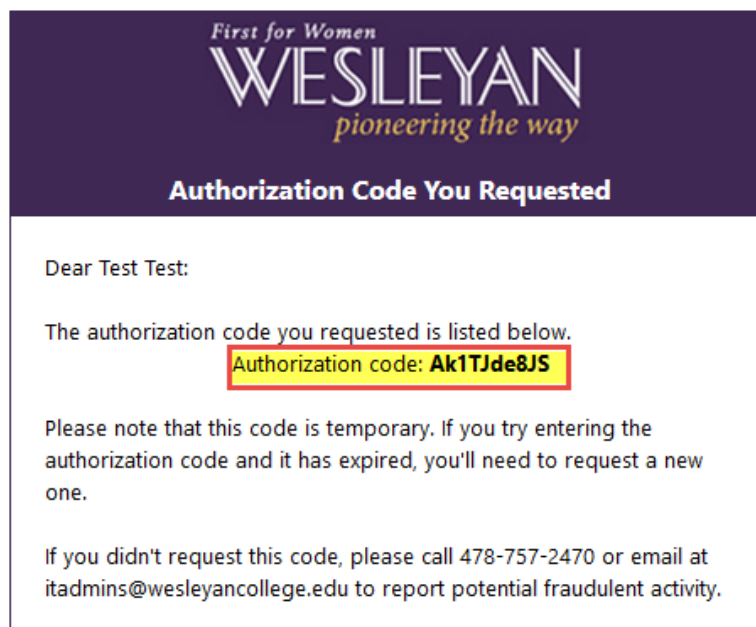
Email from Wesleyan IT with automation code:

Authorization Code You Requested

Wesleyan College IT <itadmins@wesleyancollege.edu>

Today at 11:18 AM

To schernokov@yahoo.com



Step 5: Paste authorization code and create new password

Password Management

Request another verification code

Verification Code:

Password:

Strong!

Confirm New Password:

Reset Password

Password guidelines

- A minimum of 8 characters
- At least 1 lowercase alphabetical character
- At least 1 uppercase alphabetical character
- At least 1 numeric character
- At least one special character such as ! # @ \$ % & * () - ~

Example of strong password: W@llNut9

You will also receive a email from Wesleyan IT to confirm that you have changed your password. The notification message will be sent to your Wesleyan email and your recovery email. If you have not recovered your password but received such email, please report this fraudulent activity to Wesleyan IT Department at 478-757-2470 or by email.

Portal password reset

Wesleyan College IT <itadmins@wesleyancollege.edu>

Today at 11:24 AM

To schernokov@yahoo.com

