

## The Network/CADER Password Reset Instructions

**Step 1 – Go to [www.bu.edu/myaccount](http://www.bu.edu/myaccount) and select “Reset Forgotten Password” and click Next**

BU Account Self-Service

I would like to: \*

Account Claim (Select this option to claim a new Boston University Login or Web Account)

Reset Forgotten Password (Select this option if you have forgotten your password)

Forgot Login (Select this option if you have forgotten your Boston University Login or Web Account name)

Unlock Account (Select this option if you have received an error that you have too many unsuccessful login attempts)

This field is required

If you're new to BU please select 'Account Claim' to self-register.

Cancel Next

**Step 2 - Enter email and DOB**

*Please remember to use the email address you used to register and complete coursework.*

BU Self Service Selection

Please enter your BU Login/Web Account Name \*

bucader@bu.edu

Please enter your Date of Birth \*

Format: MM/dd/yyyy

Cancel Next

**Step 3 – Go to your email and look for an email from [ithelp@bu.edu](mailto:ithelp@bu.edu) with the subject line “Confidential: Boston University One-Time Passcode (PIN)”**

*The pin will remain active for 30 mins. If the email does not immediately appear in your inbox, please check your spam/junk folder*

Confidential: Boston University One-Time Passcode (PIN) AOL/Inbox ☆

ithelp@bu.edu <ithelp@bu.edu>  
To: annastathopoulou@aol.com Mon, Oct 2 at 4:26 PM ☆

Greetings,

You have submitted a request which requires an additional security verification. Please enter the following one-time passcode (PIN) to proceed. Don't share this PIN with anyone.

PIN: yfxfm93

Please note that the PIN expires in 30 minutes.

If you have any questions or did not make this change, please contact: [ithelp@bu.edu](mailto:ithelp@bu.edu) or 617-353-4357 (HELP)

#### Step 4 – Enter the pin (from the email) and click Submit

Change Password

Enter the pin sent via email \*

 

New Password \*

Confirm New Password \*

1. The password must have a minimum of 16 characters  
2. The password must not be same as previous 6 passwords  
3. The password must not contain common dictionary words  
4. The password must meet at least three out of the following four requirements:  
- Contain at least one English uppercase letter (A through Z)  
- Contain at least one English lowercase letter (a through z)  
- Contain at least one number (0 through 9)  
- Contain at least one non-alphabetic character (~!@#\$\$%^\*\_+=[]\|;:?,.)



#### Step 4 – All done! You should now be able to [login to Blackboard](#) and access your online coursework

Your request has been submitted successfully. You will receive an email notification when the request is completed.

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