



# MyLIM - Reset of forgotten LIM NetID Password User Guide

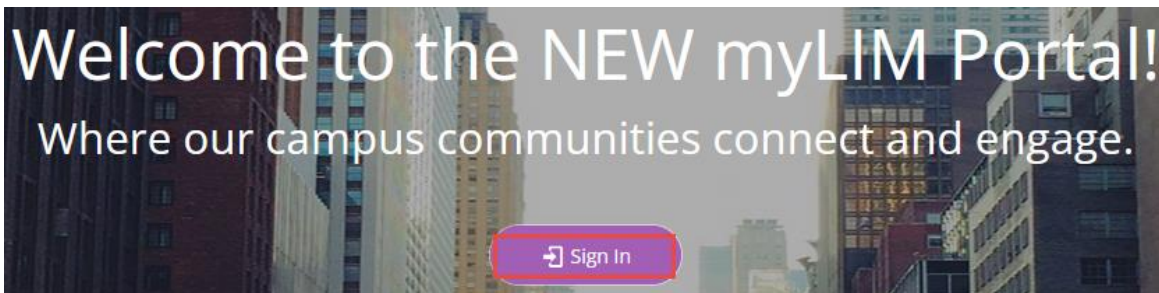
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## Overview

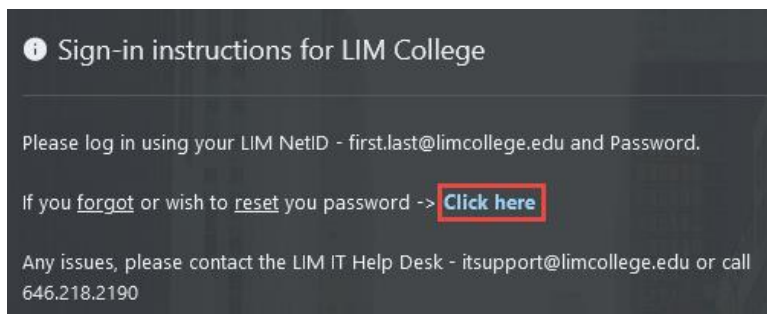
The purpose of this document is to assist users with **resetting your LIM NetID password if you have forgot it**. The system will now utilize the personal cell phone or email information used during initial setup within the myLIM portal.

You will be prompted to create a new password.

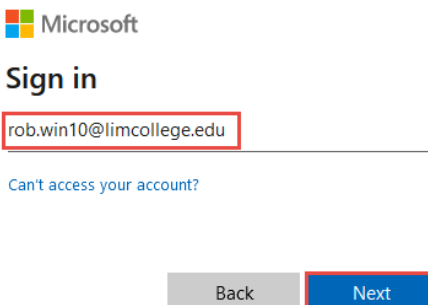
1. On the ‘Welcome to the New myLIM Portal’ page (<https://mylim.limcollege.edu>), click ‘Sign in’.



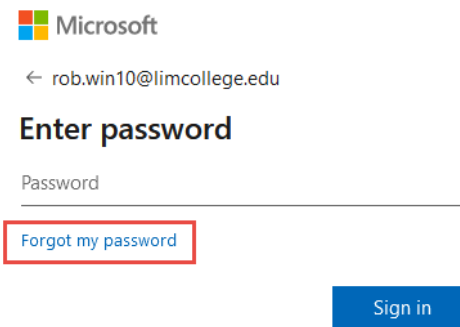
2. Within ‘Sign-in instructions for LIM College’ section, ‘Click here’



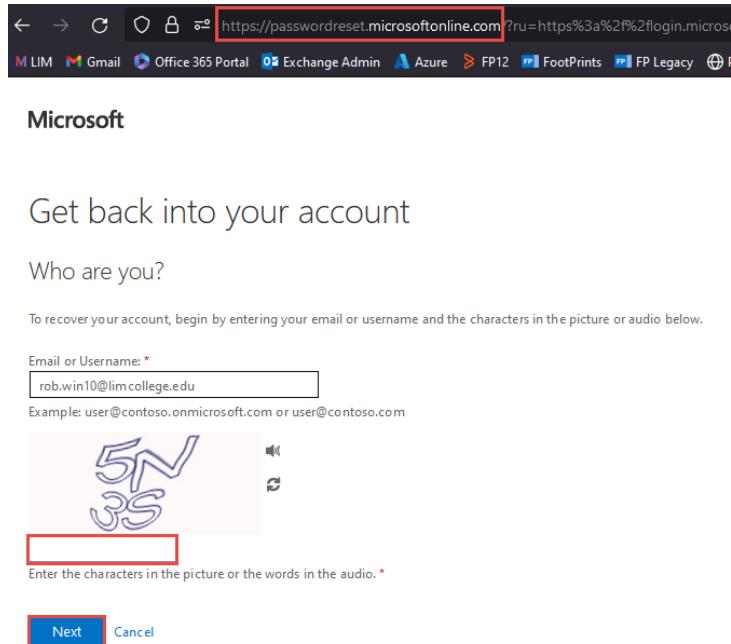
3. You will now be redirected to enter your LIM College email address. Click ‘Next’.



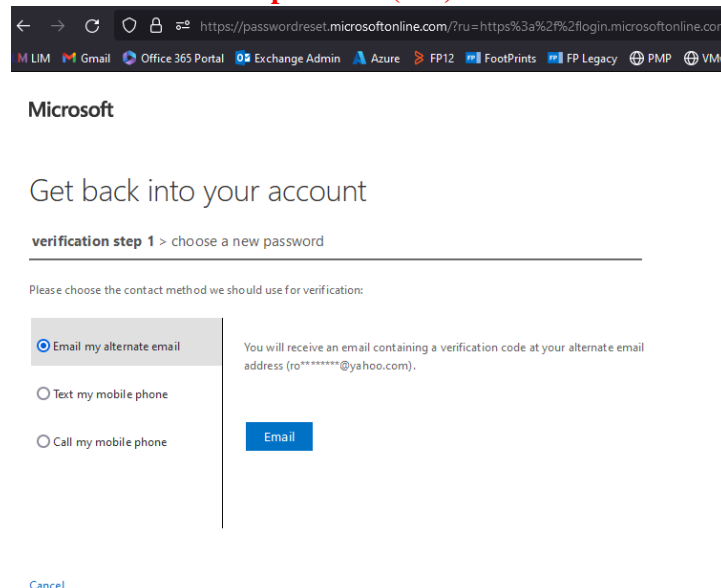
4. From the 'Enter password' prompt, select 'Forgot my password'.



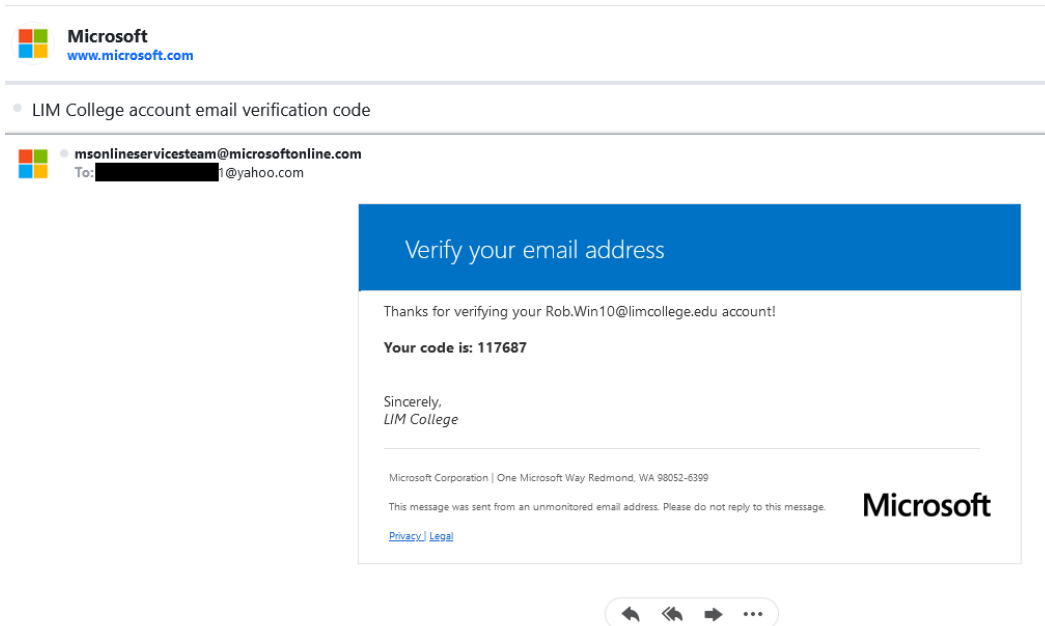
5. You will be redirected to the Microsoft Online Password Reset website. Enter the characters in the picture and click 'Next'.



6. Select where you wish to receive your verification code to be sent. If you only setup one form (cell phone or email), you will only see one option. **Note: if you do not have access to your account recovery email or phone, please contact the LIM IT help desk at (646) 218-2190.** Click 'Email',



7. Log into your personal email account to retrieve the verification code.



8. Enter the code and click 'Next'.

### Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email We've sent an email message containing a verification code to your inbox.

Text my mobile phone

Call my mobile phone

117687

Next Are you having a problem?

9. Enter your new LIM NetID password. Click 'Finish'. **Reminder:** Passwords must be at least ten (10) characters, including at least one uppercase letter, one lowercase letter, one number, and one symbol.

### Get back into your account

verification step 1 ✓ > choose a new password

\* Enter new password:  
.....

\* Confirm new password:  
.....

Finish Cancel

7. Your password has been reset. Click 'click here' to log in with your new LIM NetID and new password.

### Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).