



MyLIM - Reset of forgotten LIM NetID Password User Guide

Department: Information Technology
Document Type: User
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Overview

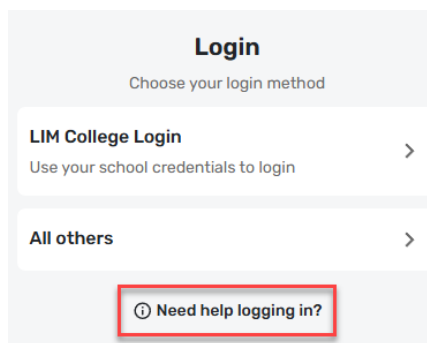
The purpose of this document is to assist users with **resetting your LIM NetID password if you have forgot it**. The system will now utilize the personal cell phone or email information used during initial setup within the myLIM portal.

You will be prompted to create a new password.

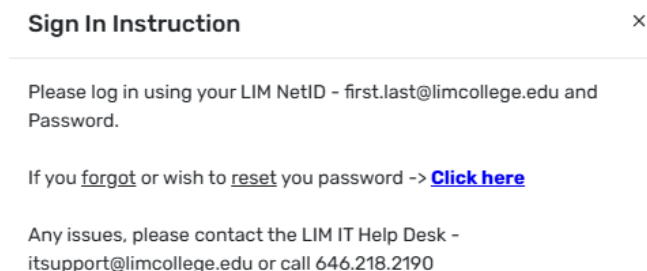
1. On the ‘Welcome to the New myLIM Portal’ page (<https://mylim.limcollege.edu>), click ‘Sign in’.



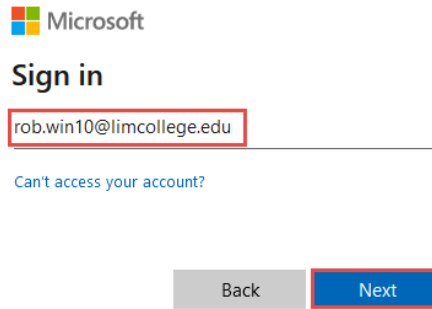
2. Select “Need help logging in?” at the login method prompt.



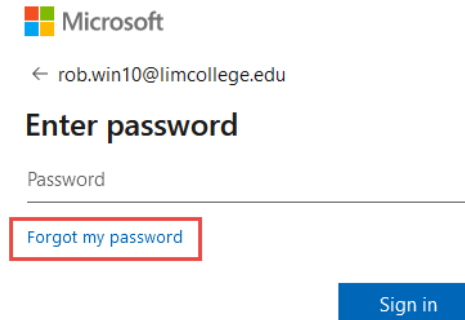
3. Within ‘Sign-in instructions for LIM College’ section, ‘Click here’



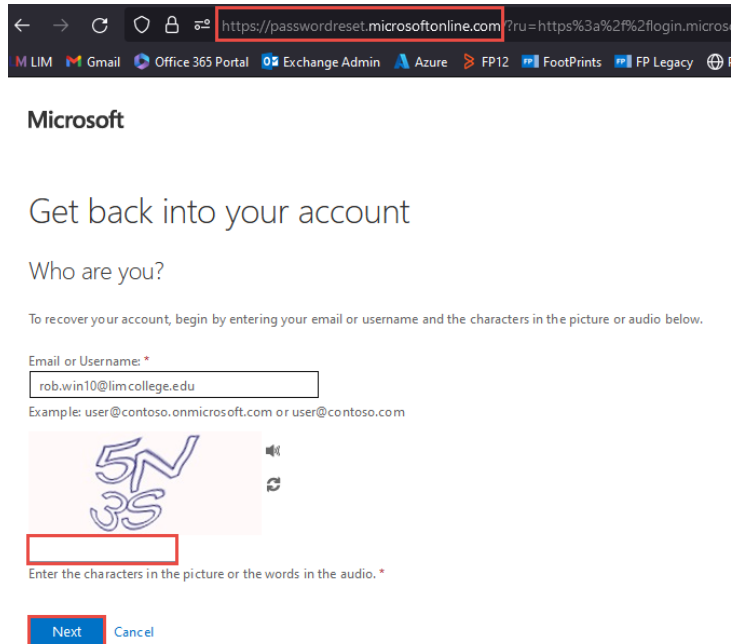
4. You will now be redirected to enter your LIM College email address. Click 'Next'.



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



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



7. Select where you wish to receive your verification code to be sent. If you only set up 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 to have this information reset.** Click 'Email',

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

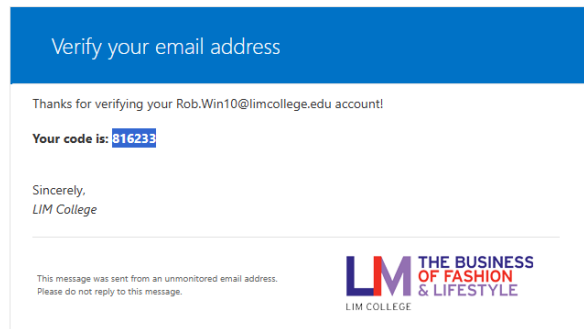
<input checked="" type="radio"/> Email my alternate email	You will receive an email containing a verification code at your alternate email address (ro*****@yahoo.com).
<input type="radio"/> Text my mobile phone	
<input type="radio"/> Call my mobile phone	
<input type="radio"/> Approve a notification on my authenticator app	
<input type="radio"/> Enter a code from my authenticator app	

[Email](#)

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

LIM College account email verification code Inbox

Microsoft
To: me - Thu, May 14 at 12:44 PM



9. 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:

<input checked="" type="radio"/> Email my alternate email	We've sent an email message containing a verification code to your inbox.
<input type="radio"/> Text my mobile phone	<input type="text" value="816233"/>
<input type="radio"/> Call my mobile phone	
<input type="radio"/> Approve a notification on my authenticator app	
<input type="radio"/> Enter a code from my authenticator app	

[Next](#) [Are you having a problem?](#)

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

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

Finish Cancel

11. 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](#).