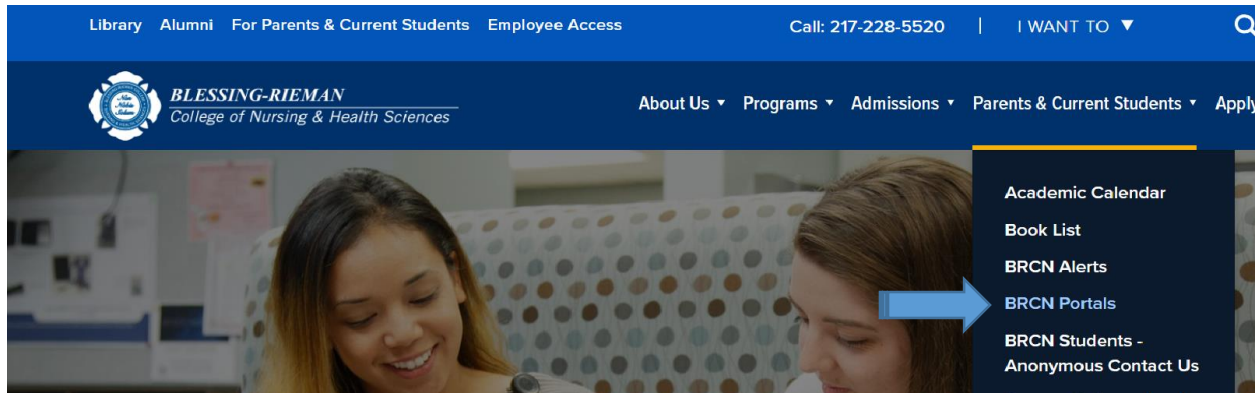# Password Reset Instructions for Students

BRCN Computer Account:

All students require a login and password to access BRCN computers and email. The BRCN IT Department, at the beginning of the school year Check-In, provides your BRCN Computer Account information to you. It is important that you keep this information private and do not share it with others.

Students are responsible for making sure their computer accounts have up to date passwords and are functional prior to arriving in class or taking a computerized test.

If you are in the Library or Classroom 114, you may use the Password Reset Kiosk to access the Password Reset Portal. However, please note that the password reset portal is fully functional on a mobile device such as your smart phone and may be the quickest and easiest way to help yourself.

If your BRCN Account password needs to be reset or you need to unlock your account (accounts auto-unlock in 15 minutes), go to the BRCN website at http://www.brcn.edu and hover over the "Parents & Current Students" and click the BRCN Portals link.
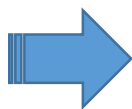

The second link on the page (right below BRCN Webmail) will take you to the password reset portal:

BRCN Webmail:
https://webmail.brcn.edu

Password Reset for BRCN Account (ADSelfService Plus):
https://service.brcn.edu
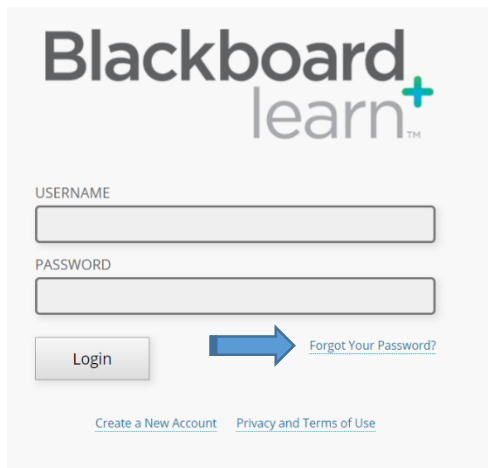
Password Reset Instructions for Students

You will be asked to answer the security questions you created at Check-In. New passwords must conform to the password requirements listed below.

BRCN Password Requirements:

• **Must be at least 8 characters long**

• **Must include at least 1 number**

• **Must include a capital letter and/or symbol (!@#$%^ etc.)**

• **Cannot include your name, S.S.N, birth date, etc.**

• **Cannot be the same as any of your previous 8 passwords.**

• **Passwords expire every 90 days**

If you need additional assistance after trying the Password Reset Portal, call the BRCN Help Desk at extension 6900. You will be required to answer security questions to verify your identity (Student ID, Address) before your password can be reset.

Blackboard Account: If your Blackboard Account password needs to be reset, go to the Blackboard login page and click the "Forgot Your Password?" link directly above the Login button.

If you need additional help with Blackboard, contact Becky White Whiteb@brcn.edu or extension 6986.

CAMS Account: If your CAMS Account password needs to be reset, go to the CAMS Student Portal Login page and click the "Forgot Password?" link directly below the Login button.

If you need additional help with CAMS, contact Karen Mayville at kmayville@brcn.edu or extension 6968.

Blessing Hospital Accounts for Citrix, BAR, or NetLearning:

Please note that the BRCN IT Department does NOT maintain these resources. These accounts are completely separate from your BRCN Computer/Email account. Important Information regarding your Blessing Hospital Accounts: Blessing Hospital Accounts that are not used / logged in within 90 days are set to "disabled" automatically. Disabled accounts can be unlocked by contacting the IS Help Desk 217-223-8400 extension 6750 and answering security questions to verify your identity (Student ID, Address, and Class Level) before your password can be reset. After an additional 90 days of not being used, accounts are automatically deleted.