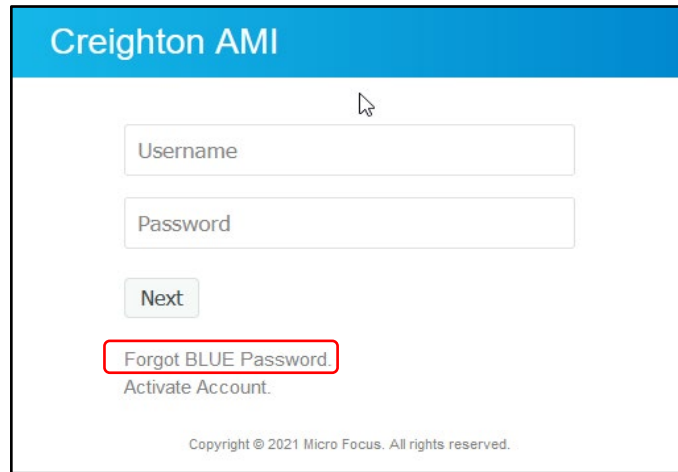


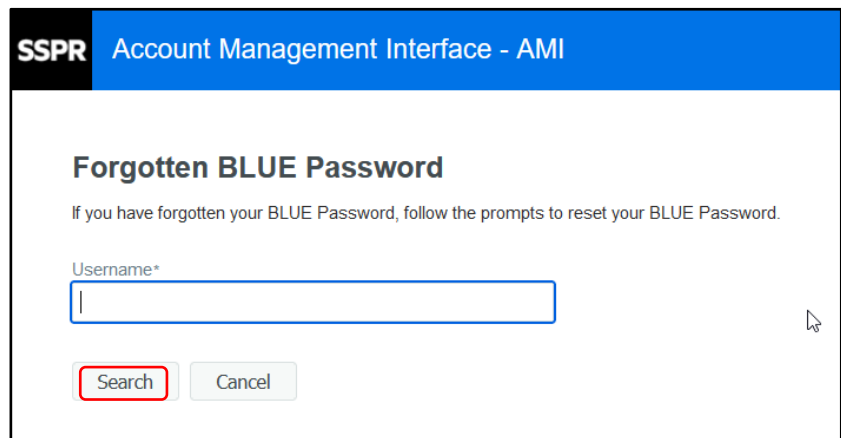
## Creighton Account Management Interface (AMI) Changing / Setting Your Password

To change your Blue Password:

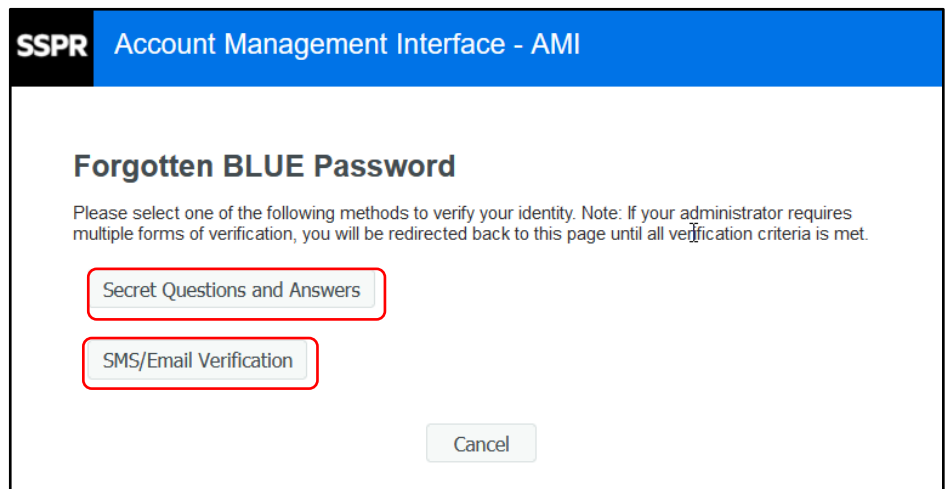
- Go to [ami.creighton.edu](http://ami.creighton.edu)
- At the AMI login screen click the **Forgot BLUE Password** link.



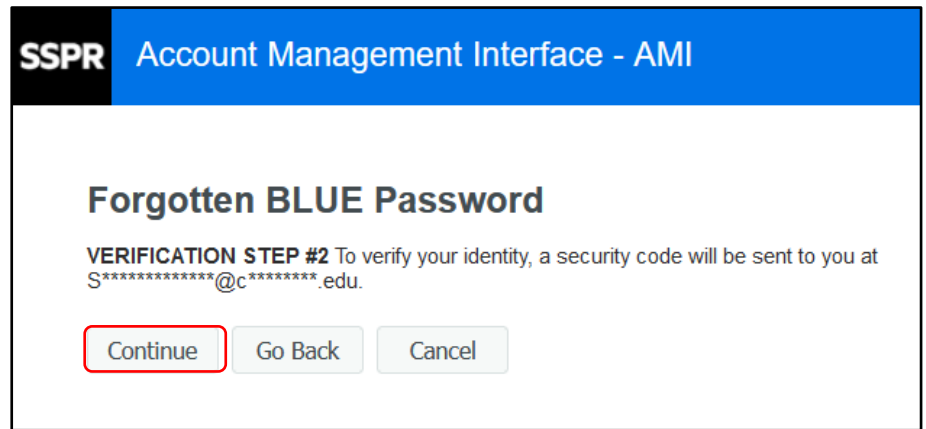
- Enter your NetID (abc12345)
- Next click **Search**.



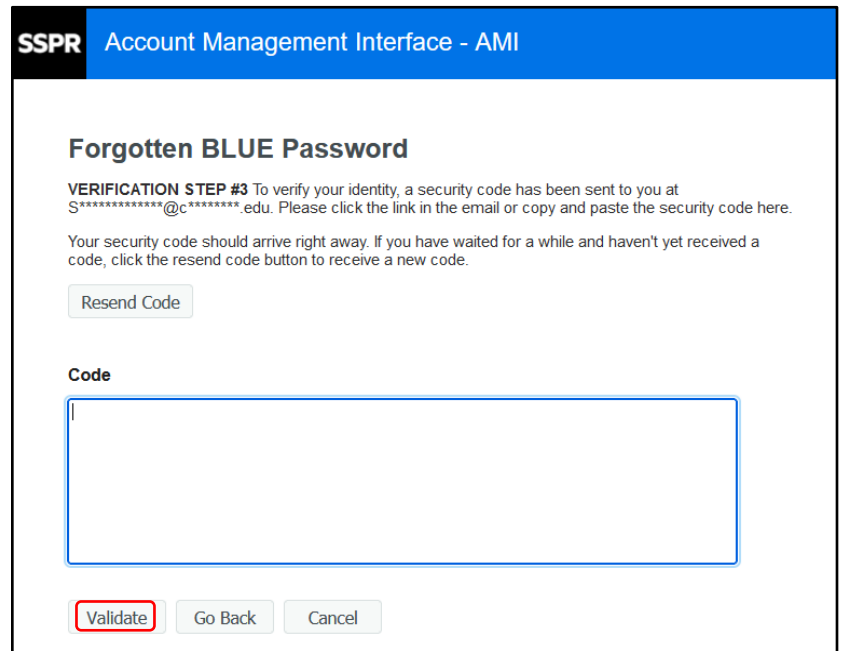
- Next select the method you would like to use to verify your identity. (Personal email / text or security questions.)
- **Note:** *You must have previously set up your mobile device to use the text option.*



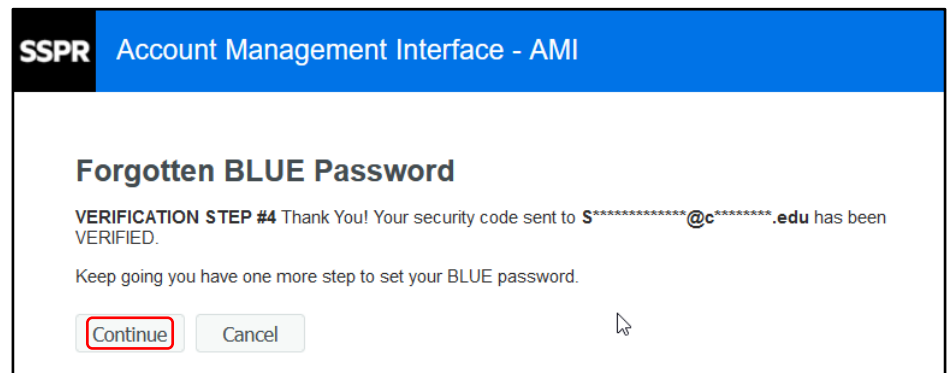
- On the verification Step #2 screen, check to see that your method of verification is correct and click **Continue**.



- Retrieve your verification code from your personal email or mobile device and enter it in the **Code** text box.
- Click **Validate**.



- In Verification Step #4, you will receive confirmation that your code was correct.
- Next click **Continue**.



- Next you will be presented with the **Change/Set Blue Password** screen.
- Review the password rules and enter a new password in the **New Blue Password** box.
- As you enter your new Blue Password, an indicator will signify the password strength.
- Reenter your new password and click **Change/Set Blue Password**.  
**Note:** *The full password requirements are listed to assist you.*

### Change/Set BLUE Password

**Your BLUE Password has expired. You must set a new BLUE Password now.**

Please change/set your BLUE Password. Keep your new BLUE Password secure. After you type your new BLUE Password, click the Change BLUE Password button. If you must write it down, be sure to keep it in a safe place. Your new BLUE Password must meet the following requirements:

- BLUE Password is case sensitive.
- Must be at least 8 characters long.
- Must include at least 1 number.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.
- Must have at least 3 types of the following characters:
  - Uppercase (A-Z)
  - Lowercase (a-z)
  - Number (0-9)
  - Symbol (!, #, \$, etc.)
  - Other language characters not listed above
- New BLUE Password may not have been used previously.

Password meets requirements, please type confirmation password

**New BLUE Password**  Strength: **Strong**

**Confirm BLUE Password**

**Change/Set BLUE Password**

- A message will display to when your password is successfully updated.
- Click **Continue** to complete your password change.

**SSPR** Account Management Interface - AMI

### Verification Successful

The BLUE Password has been changed successfully.

**Continue**