## How to Create Your Palomar College Password



1. Visit <u>www.palomar.edu</u> & click on **MyPalomar** in the top right-hand corner of the page.

## MyPalomar(eServices) Login

Password		
	)/Password Help Unformatio	n
	Sign In	

2. Click on ID/Password Help.

	Please enter the following information to verify your identity.		
	we will match this information with data we already have on me for you.		
	Note: We have instituted a hint question/response feature to further strengthen account security.		
	In order to access MyPalomar (eServices) your browser must be set to use ENGLISH (US) language setting. For further assistance please refer to:		
	https://www.zipalonianedu/pages/enroinneneservices/croubleshooting/		
	Your Palomar ID: (Employees: Palomar ID is the same as your network login name).		
	Students: If you do not know your Palomar ID enter your Social Security Number:		
	Your birth date: MMDDYYYY 4.		
5.	Hint Question Box will annear here		
	Enter Hint Response		
	If the information above matches our records, we will generate or reset your password to whatever you choose below.		
	PASSWORD REQUIREMENTS		
	Be at least eight (8) characters in length.		
	Be no more than fifteen (15) characters in length		
	Cannot re-use old passwords		
	Must contain characters from three (3) of the following four (4) categories:		
	* Uppercase characters (A-Z)		
	* Lowercase characters (a-z)		
	* Numeric characters (0-9)		
	* Special characters (! @ \$ % ^ * ( ) = + \  [ ] {} ;: / ? . >)		
6.	*Your new password:		
	Retype new password:to confirm you typed it correctly.		
	SUBMIT		

- 3. Insert Palomar ID# in the first box. If you do not know your ID#, you can put your Social Security Number in the second box and your Palomar ID# will appear in the first box when you tab out of the box. Please make sure to SAVE your ID# somewhere where you can easily access it!
- 4. Enter your Date of Birth in the next box.
- 5. A Hint Question option box will appear. Select a Hint Question and create an answer.
- 6. **Complete the form** by creating your password and click on "Submit".