

Setup Self Service Password Reset Methods

Version 11

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Set up your personal email and/or SMS cellphone number as password recovery methods if you forget your password.

1. Go to MyID – myid.senecapolytechnic.ca
2. Select Setup Self Service Password Reset Methods
3. Sign in with your Seneca email address and password.
4. To configure your phone, click Set it up now
5. Select your country or region and enter your phone number
6. Select one of the text or call option to verify. In this example, text is selected and a text message will be sent to your cell phone with a verification code. If you select call, you will receive a call asking you to press # key to verify.
7. Enter the verification code and click verify
8. On successful setup of either or both the recovery options, the system confirms that the setup process is complete
9. **Important:** Every 180 days from the last time SSPR (Setup Self Service Password Reset) methods was verified you will be prompted to [validate your phone number and/or email](#).

Additional Information

Here are a list of additional resources to assist you with MyID Self Service:

1. Refer to the [Frequently Asked Questions](#).
2. Refer to the [IT Acceptable Use Policy](#).
3. Review the [Password Rules](#)

tags : myid-self-service, password-service