Visit MyAllen homepage **my.allenuniversity.edu/ICS/** and click **Login** in the top right corner.



Enter username (**jdoe12**) and temporary password **(Allen@2020**).

Graphical user interface, application

Description automatically generated

Click the arrow at the bottom left corner and select **Password Management.**

Graphical user interface, text, application

Description automatically generated

Enter temporary password in the **Old Password** box and create a new password. Your new password cannot be similar to any part of your name or username. It must be at least eight characters long, contain at least one uppercase letter, one lowercase letter, and one number. Lastly, it must contain one special character (ex.! @, #, $, %,&,\*).

Graphical user interface, text, application

Description automatically generated

Agee to **Terms and Conditions for Network Use** and your password will update successfully.