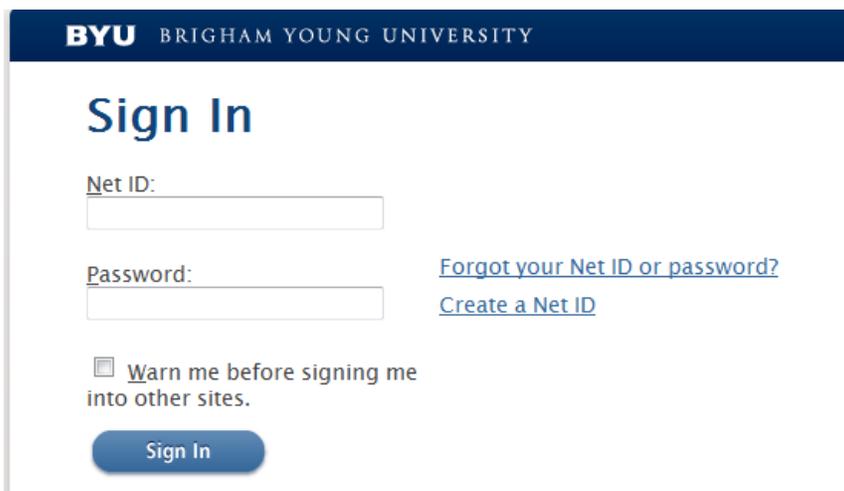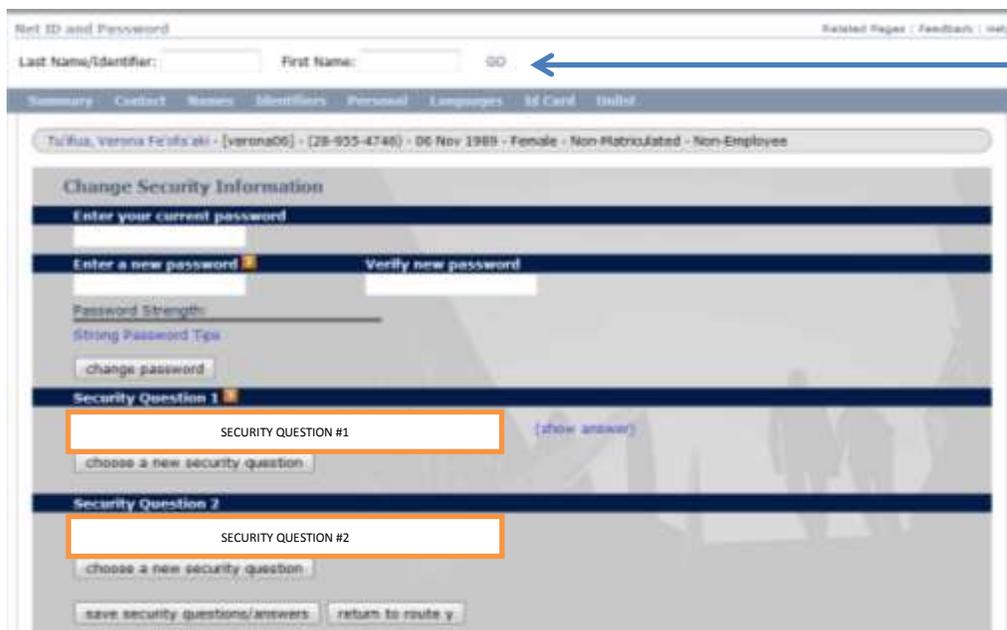**How to change a CES NetID password:**

1. Go to www.byu.edu.
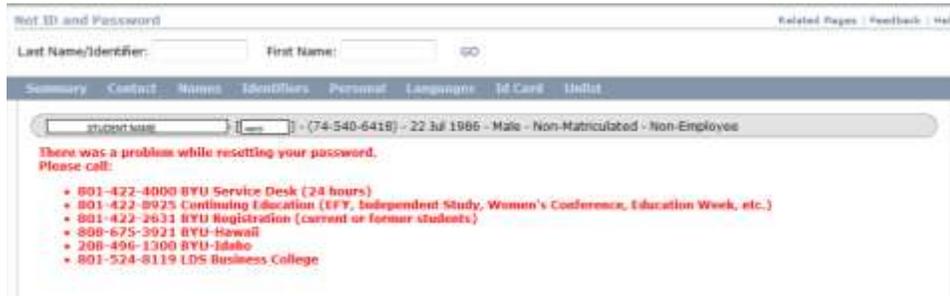2. Click on "myBYU/Route Y" found on the top right corner of the page and sign in using your own CES NetID and password.

3. On the right-hand side of the page underneath "Campus Links (Route Y)", click on "Miscellaneous" and then "Change Password".

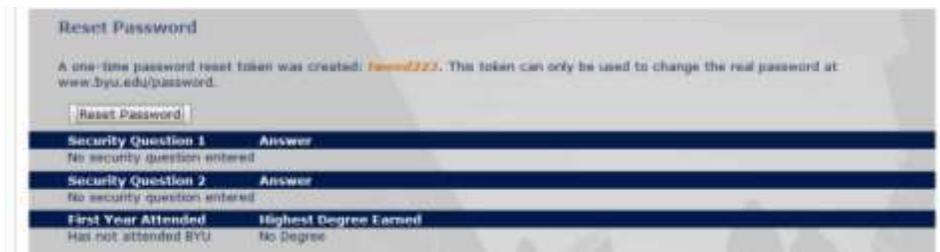4. Enter the students last and first names where asked and click "GO". (Note that if you do not have the options to enter in "Last Name/Identifier" or "First Name", then you do not have access to changing passwords yet. See Cindy to get access.)
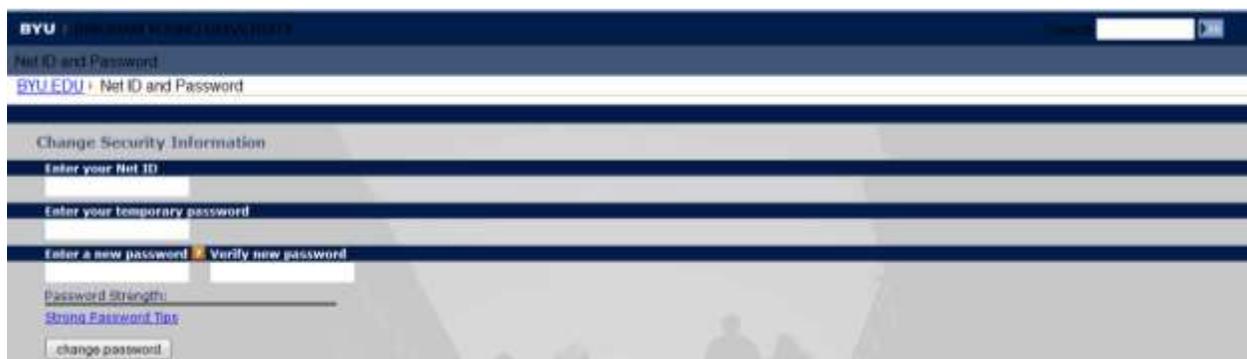
5. Before being able to reset the student's password, and for security purposes, you must verify identification by asking his/her security question listed. (If he/she has no security question you may verify identification by asking for his/her date of birth. You should be able to see student's date of birth shown on his/her account.)

6. After verifying identification, click on "Reset Password". If a red error message shows up, click on "Reset Password" again until there is no error message shown.

7. A temporary password has just been set and should show in orange.

8. Have the student log on to www.byu.edu/password and enter the information asked and then click on "change password". (Make sure the new password entered is a minimum of 8 characters and is a string of letters AND numbers.)

9. The student may now log on to mybyuh, blackboard, mymail, canvas, etc. using his/her CES NetID and new password.

*** Please note that sometimes it might take a while before student's new password works on the school websites. If this happens, give it some time and it should work later. If student still has trouble logging in after a 24hrs, please contact Cindy.***