

Password Management Emails

Bryn Mawr College community members may receive the following emails:

When a new account has been created:

Subject: Welcome! Setting up your Bryn Mawr College Accounts

From: help@brynmawr.edu

Welcome! We have created a new user account for you.

Click on the following link to activate your account, create your password and set up your security questions: <link>. Please note that Haverford College and Bryn Mawr College share some systems including Account Management; during this process, you will find yourself at a haverford.edu Web page where both Bryn Mawr and Haverford accounts are managed. If you have any questions about the authenticity of this email, please contact the Bryn Mawr College Help Desk at 610-526-7440 or help@brynmawr.edu.

Your username is: <username>

Be sure to have your authorization code <code> handy for this process. This will be used only once.

If you are applying to Bryn Mawr College, we thank you for your interest in attending. This account was automatically created on receipt of your application and will grant you access to the system in which your application is being managed. You may need to log in during the Applications process. A member of our Admissions team will be in touch shortly with more information about your application and the admissions process. In the meantime, please go to <http://brynmawr.edu/admissions/apply/self-service.html> and follow the instructions there to get started. If you later join our student community, you will keep this account throughout your time here.

If you are a new faculty or staff member, alum, or affiliate, or are returning to Bryn Mawr, please see <http://techbar.blogs.brynmawr.edu/?p=1720> for information about getting started, and follow any instructions given to you by HR, the Provost's office, or the department you are joining. This account will give you access to a wide variety of systems and services.

Katie Feno
Manager of Public Service Desks
Bryn Mawr College
610-526-7440

Password Management Emails

When the Help Desk resets your password for you:

Subject: Password reset
From: accountinfo@haverford.edu

This email is to inform you of a recent change to your password. You may have requested this change from either Bryn Mawr or Haverford technical support staff.

If you did not request the above change, please contact your institution's technical support:
Bryn Mawr Help Desk: 610-526-7440
Haverford ProDesk: 610-896-1480

Or email accountinfo@haverford.edu

If you requested the change, kindly disregard this message. Thank you.

Katie Feno
Manager of Public Service Desks
Bryn Mawr College
610-526-7440

Tessa Kahley
IT Project Manager, Client Services
Haverford College
610-896-1480

Password Management Emails

When your account is scheduled to be disabled:

Subject: Account scheduled to be disabled
From: help@brynmawr.edu

Our records show that you have been scheduled to leave or significantly change your status within the Bryn Mawr community. As a result, some or all of your College accounts will be disabled as detailed below.

Please take the time to retrieve all of your personal data before this date; we may not be able to provide this data to you if you request to retrieve it once the account has been closed.

If you are a departing Faculty or Staff member, or you have files in your account related to a student position you held while on campus, please be sure to obey all legal and ethical guidelines (and any implicit within your employment agreement) when deciding what data to take with you; HR can help if you require clarification.

<account(s)> <date>

Katie Feno
Manager of Public Service Desks
Bryn Mawr College
610-526-7440

Password Management Emails

When your password will expire soon:

Subject: Bi-Co Account Notification: Password Expiration
From: accounts@haverford.edu

In order to increase the security of your account, the Bi-Co requires a password change every 6 months. The password for the account, <username>, is due to expire in 14 days.

At your earliest convenience, please log onto the Bi-Co Password and Account Management Kiosk at password.brynmawr.edu.

Use the Reset Password feature to change your password.

Please note that Haverford and Bryn Mawr Colleges share several systems including Account Management. The link included in this email will lead to a haverford.edu Web page where both Bryn Mawr and Haverford accounts are managed. If you have any questions about the authenticity of this email the security of your account, please contact your local service desk:

Bryn Mawr: help@brynmawr.edu, 610-526-7440

Haverford: ProDesk@haverford.edu, 610-896-1480

Sincerely,

Katie Fenno
Manager of Public Service Desks
Bryn Mawr College

- and -

The ProDesk Staff
Instructional and Information Technology Services
Haverford College