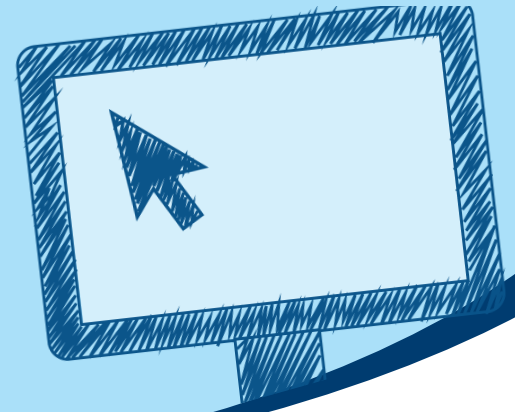


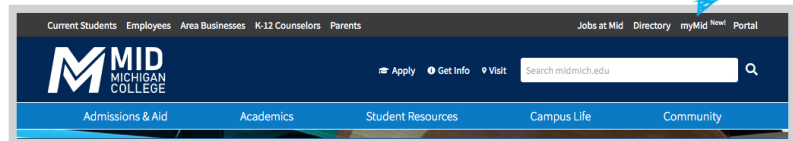
# myMid Set Up

A Guide to Set Up Your myMid Account



1

Go to [midmich.edu](http://midmich.edu) and click on the text link **myMid** in the upper right hand corner.



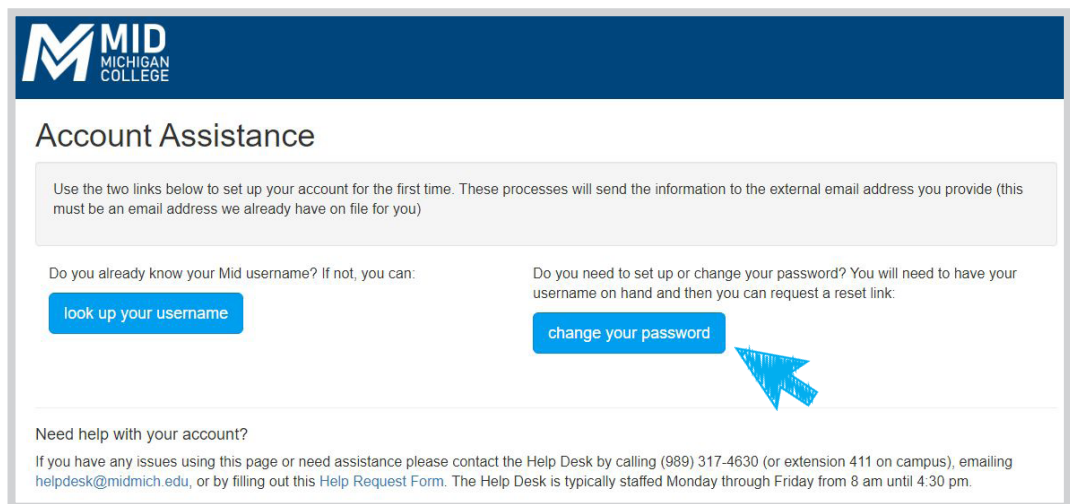
2

Now you're at the **myMid App** homepage. Click on the **Account Setup** link in the upper right hand corner, which allows you to set up your *username* and *password*.



3

This is the main Account Setup Screen. ***In order to set up/create/or change your password you must know your username.***



[steps continued...](#)

4

## To look up your username.

Forgot User Name  
[< Back to Login page](#)

Enter the following information. If your account can be identified, an email will be sent with your username information. After entering your e-mail address, press <TAB> to enable the "Submit" button. If you do not receive an e-mail shortly, please contact the Help Desk by calling (989) 317-4630 (or extension 411 on-campus), or e-mail helpdesk@midmich.edu.

First Name

Last Name \*

Email Address \*

Submit

*Enter your first name (optional)*  
*Enter your last name (required)*  
*Enter a valid non-Mid email address (required)*

Press the tab key to activate the submit button. Click **Submit**.

The system will send you **an email** with your username.

*(In order to complete this process, you must have a non-Mid email address on record with the College. You likely provided this address on your admissions application. If you can't recall which email you used or no longer have access to the inbox you listed, please contact your **Mid Mentor** for assistance.)*

5

## To set up or change your password

Forgot Password  
[< Back to Login page](#)

Enter the following information. If your account can be identified, an email will be sent with instructions on how to reset your password. After entering your e-mail, press <TAB> to activate the Submit button. If you do not receive an e-mail shortly, please contact the Help Desk by calling (989) 317-4630 (or extension 411 on-campus), or e-mail helpdesk@midmich.edu.

User Name \*

Email Address \*

Submit

*Enter your username (required)*

*Enter a valid non-Mid email address that is on record with the College (required)*

Press the tab key to activate the submit button. Click **Submit**.

The system will send you **an email** with a link to set your password. **The link is only good for 15 minutes.**

*(You need to have an recovery email address on record with the College. Your midmich.edu email address will not work.)*

steps continued...

5a

### Reset / Create / Confirm your password.

Reset Password


i Please enter your user name and new password.

! Must be between 8 and 31 characters and contain a: number and upper and lower case letters. The password cannot contain 3 consecutive letters that appear in your username.

User name

New password

Confirm new password



Reset Password

Your **username** should appear in the username box. Enter your new **password**.

*Make sure that it has at least 8 characters, and contains a number and both upper and lowercase letters, but which are also not part of your username.*

Re-type your password again in the **confirm box**.

Press the **Reset Password** button.

### Success!

Change Password

✓ Your password has been successfully changed.

[Please sign in using your new password to continue.](#)

Congratulations! You will see a **success page** and you can login using your new password.

*If you have any problems with any of these functions or have any questions please contact the Help Desk by calling (989) 317-4630 (or extension 411 on campus), email [helpdesk@midmich.edu](mailto:helpdesk@midmich.edu), or by filling out this [Help Request Form](#).*

6