



Password Self-Service Instructions

Have you registered for Password Self-Service? Registering while your account is in normal working order will ensure that you will have the ability to unlock your account and/or reset your password anytime, day or night.

Steps to Enroll:

- Go to <https://passwordhelp.morton.edu>
- Sign-in with your current username and password
- Click "Enroll for Password Reset"
- Choose security questions and answers
- Click "Save"
- You will be presented with a message indicating that you have been successfully enrolled

Steps to Unlock Account/Reset Password:

- Go to <https://passwordhelp.morton.edu/adselfservice/RecoveryCenter>
- Click "Recover Your Account"
- Read the disclaimer and make a selection. Selecting "I Agree" will allow you to continue.
- Enter in your username (User Domain is STAFF for everyone)
- Click "Submit"
- Enter in the answers to your security questions (Click submit after each one)
- Your account will then be unlocked. Enter in a new password twice if you would like to reset your password.

Tips:

- Save this information for future reference
- Keep questions/answers in a safe location for future reference
- You can update your security questions at any time by following the steps to enroll
- If your account becomes locked and/or you have forgotten your password **AND** do not remember the answers to your security questions, please contact the MIS / IT Help Desk for assistance.

Contacting the MIS / IT Help Desk:

Phone: (708) 656-8000 ext. 2444

Email: helpdesk@morton.edu

In-Person: Building B, Room 205

Hours of Operation

Monday: 8:00am - 9:00pm

Tuesday: 8:00am - 9:00pm

Wednesday: 8:00am - 9:00pm

Thursday: 8:00am - 9:00pm

Friday: 8:00am - 8:00pm

Saturday: 9:00am - 1:00pm

Sunday: Closed

3801 S. Central Avenue | Cicero, Illinois 60804 | p: (708) 656-8000