I Forgot My Password
忘记密码如何找回

It happens. We all forget passwords from time to time. The good news is that you have a couple of options available to reset your password. If you have configured your account recovery settings, you can attempt to reset your password by yourself. If you have not reset your password, you can request a password reset in person.

忘记密码时你有两种方式来重置密码：如果已经设置了账号找回，你可以自己尝试修改密码；如果仍然无法修改，你需要本人申请重置密码。

Reset your password by yourself
自行修改密码

Before you can do this, you must have already configured your account recovery settings. If you have already done that, then follow the next steps. If you haven't, go to the section titled, "Request a password reset in person

如须自行修改密码，请参照以下步骤，但要确保已经设置了账号找回。如果尚未设置，请参照下方"申请重置密码"的步骤。

- Tap here to begin the process
  点击这里打开页面

- Enter your BearPass Login (MSU username) and click "Next"
  输入你密苏里账户的用户名，点击"下一步"

- Click the button that says, "Yes, send verification code". If you do not see this, then your account recovery settings are not completely set up and you need to request a password reset in person.
  点击"同意发送验证码"。如果没有显示出这一步，说明你还没有设置账号找回，这时你需要申请重置密码。

- On this page, you need to answer your security question. If you don't know the answer, try clicking the option that says "Give me a different question".
  你需要在此页面回答密码找回问题。如果不知道答案，请点击"换一个问题"。

- The verification code should have been sent to your recovery email address. Check your recovery email account for an email from MSU. Sometimes you need to wait a few minutes for the message to arrive. Once you have the verification code, enter it on the password reset page.
  同时，验证码也已经发送到了你用于找回密码的邮箱，请查收邮件，如未立即收到请稍等几分钟。随后输入验证码即可。

- In the new password fields, enter a new password that you have never used for MSU websites. Passwords must be eight characters or more, must have lowercase letters, uppercase letters, and numbers. Passwords may *not* contain your name, your email, or your BearPass Login (MSU username).
  在新密码一栏中，输入一个从未用于密苏里相关系统的密码，密码必须是8个字符以上，有大小写字母，有数字，但其中不能包含你的姓名、邮箱地址，或是密苏里账户的用户名。

- If you see a message that says your login password has been successfully changed, then you're finished.
  如果出现"密码修改成功"的提示，则表示操作成功。

Request a password reset in person
本人申请密码重置

If you are unable to reset your password by yourself, you will need to make a request in person to have your password reset. Here's what you should do.
如果你无法自行修改密码，你需要本人来申请密码重置，请参照以下步骤：

- Get your LNU-MSU student ID card
  带好国际商学院学生证。

- Go see Nicholas in office 410, and tell him that you cannot reset your password.
  去 410 办公室找 Nicholas 老师，告知其你无法修改密码。

- Nicholas will give you a temporary password. You must use this to make a new password before you try to log in.
  Nicholas 老师会给你一个临时密码，你在登录之前需要用它来设置一个新密码。

- [Tap here](#) to open the password reset page.
  点击此处打开密码重置页面

- On the password reset page, enter your BearPass Login (MSU username).
  输入你密苏里账户的用户名

- For the current password, enter the temporary password that Nicholas gave to you. *This password is case-sensitive!*
  使用临时密码作为当前密码，注意大小写！

- In the new password fields, enter a new password that you have never used for MSU websites. Passwords must be eight characters or more, must have lowercase letters, uppercase letters, and numbers. Passwords may *not* contain your name, your email, or your BearPass Login (MSU username).
  在新密码一栏中，输入一个从未用于密苏里相关系统的密码，密码必须是 8 个字符以上，有大小写字母，有数字，但其中不能包含你的姓名、邮箱地址，或是密苏里账户的用户名。

- If you see a message that says your login password has been successfully changed, then you're finished.
  如果出现"密码修改成功"的提示，则表示操作成功。

- If you were unable to reset your password by yourself because you did not configure your account recovery settings or because you didn't know the answer to your security questions. You should update your account recovery settings now.
  如果因为没有进行账户找回设置，或不知道密码找回问题而导致无法自行修改密码，你需要对账号找回设置进行更新。