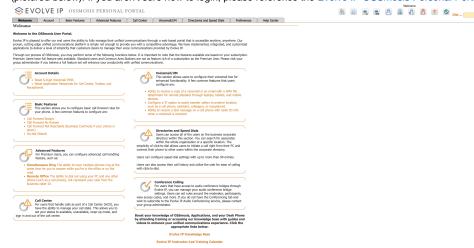
## Changing Your Password: Evolve IP OSSmosis Personal Portal and Polycom Voicemail

## Summary

This article shows you how to change your password for the Evolve IP OSSmosis Personal Portal when you know your current password. This article also covers how to remotely change the voicemail password for your Bethel-provided Polycom desk phone. If you don't know your current password into the web portal, email the ITS Help Desk at helpdesk@bethel.edu. If your current password is not working, your account may be locked. Trying to login unsuccessfully 5 times in a row will lock your web portal account and you will need to have the ITS Help Desk set up a new password for you.

1. To access the web portal, login to https://evolveip.my-cloud-manager.com/PersonalPortal/login.jsp. Once you login, you will see the dashboard (pictured below). If you aren't sure how to login, please reference the Evolve IP OSSmosis Personal Portal Confluence article.



2. To access the password change options, click the Account tab on the top row (pictured below).

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Welcome Account	Basic Features Advanced Featur	es Call Center	Voicemail/UM	Directories and Speed Dials	Preferences	Help Center	1											
Name, Email, Passwords,	etc																	
User Settings																		
Save Changes	Phone Number	Ext:																
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	Mobile Phone Number																	
	Email Address																	
	vFax Enabled	Phone Number	Ext:															
	NOTE: by updating your Web/Toolbar Password below, you will also update any other kingthomy applications that you have assigned and utilities, some applications are: Receptionist, Call Center, Toolbar: You will need to be plack into those applications with the energometry of unique below.																	
	NEW Web/Toolbar Password		Must be at least 8 c	haracters. Can only contain charac			n the new password you input	below.										
	Type New Web/Toolbar Password																	
	again																	
	NEW Voice Portal Password			Cannot contain repeated digits. Ca	not match your phon	e number or extensi	on (either forward or reversed)	). Cannot be you	ur old pas	scode. Ca	nnot be	sequentia	l digits (123	8456). Canno	t contain re	peating patterns (1	11999,	
	2	4466). Can only cont	ain characters 0-9															
	Type New Voice Portal Password again																	
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## Changing your Evolve IP OSSmosis Personal Portal password

Note: Updating this password will also change the login password into the Webex application for the corresponding phone number, if the number is attached to a Webex license.

- 1. Enter a new password in the input box to the right of **NEW Web/Toolbar Password** (shown above). Note the password restrictions in italicized font to the right of the input box.
- 2. Enter the same password in the input box to the right of Type New Web/Toolbar Password again to confirm.
- 3. Click Save Changes on the left column.

## Changing your Polycom desk phone voicemail password remotely in the web portal

Note: Updating this password will change the voicemail login password when attempting to listen to voice messages on your Bethel-provided Polycom desk phone.

- 1. Enter a new numeric password in the input box to the right of **NEW Voice Portal Password** (shown above). Note the password restrictions in italicized font to the right of the input box.
- 2. Enter the same numeric password in the input box to the right of Type New Voice Portal Password again to confirm.
- 3. Click Save Changes on the left column.