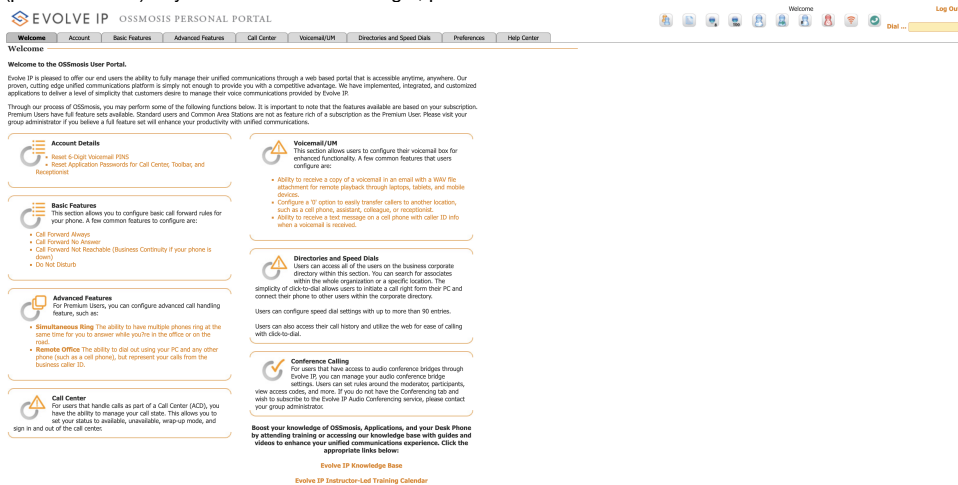


Changing Your Password: Evolve IP OSSmosis Personal Portal and Polycom Voicemail

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).

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.

