## How to Change Your Password in Generals Online (GO)

1. Go to Generals Online (https://herkimer.open.suny.edu).

kimer. Internet	General	
nstitution Notifications Dashboard		My Institution
Open SUNY Student Orientation	Login Here	Open SUNY Browser Compatibility
Open SUNY Student Onentation Click on link above to learn how to use various features and what to expect when taking an online course using the Blackboard Learning Management System.	Change Text Size  You are not logged in  Please entry your credentials and click the Login  button below:  USERNAME:  PASSWORD:  Login  Forgot Your Password?	Your Browser, Firefox, 43.0 Your Platform: Windows 7 64-bit JavaScript Check: Cookies Check: Popup Window Check: See a red XP you may need to adjust your torwere ratings. See a red XP you may need to adjust your torwere ratings. Check ou our detailed also of supported torweres or check your torwere plages and For further assistance places cottact the Open SUNY hepDexk. Devered by Open SUNY
	My Announcements	
	No Institution Announcements have been posted in the last 7 days. more announcements	
	Choose a Language Pack	
	Available languages: Available languages: English (United States) Español (España)	

- 2. Enter your GO Username and Password\*, then click Login.
- 3. Once logged in, click the arrow in the upper right hand corner located to the right of your name:



4. From the menu that appears, select Personal Information.

## 5. Select the Change Password link:

	Personal Information	
	Personal Information	
	Edit Personal Information Edit your Personal Information. Personal Information is your contact information, name, address, phone number, and so forth. Use Privacy Options to set who can see your Personal Information.	
	Change Password Choose a new password	
·	Personalize My Settings Uplead a personal avatar and set which links appear on your My Settings navigation menu.	
	Change Personal Settings Set language, calendar, and help test options.	
	Set Privacy Options Select which fields of your personal information can be seen by others.	

6. Enter your new password in the Password and Verify Password areas, then click Submit. Next time you login to GO, please be sure to use your new password.

## \*Generals Online (GO) Username/Password Information

Your GO (https://herkimer.open.suny.edu) username will be the first seven characters of your last name (if your last name is less than seven characters, then you would use your entire last name), first name initial and last 3 digits of your Herkimer College assigned Student ID Number.

For example:

- John Doe with a Herkimer College ID Number of H00075123 would enter his GO username as doej123
- Jane Patterson with a Herkimer College ID Number of H00077987 would enter her GO username as pattersj987

This is the same username you use to access MyHerkimer, but they are two completely separate accounts so your passwords are not required to match.

Your GO Password will initially be your 6-digit date of birth in MMDDYY format. You should change your password as soon as you are able to login. If you have logged into GO previously and changed your password but do not remember what it was, please select the "Forgot Your Password" link. On the next page, in the Email Address Option area, enter your First Name, Last Name and Herkimer College Student Email Address and then check your Herkimer College Student WebMail account for the response.