Creating Your Mills Password

Claim your account, setup secret questions, and create your password

When your Mills account is created you will receive two separate emails in your personal, non-Mills email account. One will state your Mills username while the other will provide you an authorization code.

Once you have received both of these emails, you will be ready to follow the steps below for using the Password and Account Management Portal kiosk to claim your account, setup secret questions, and create your password.

1. Go to the Password and Account Management Portal kiosk by going to the Mills Portal login page (http://portal.mills.edu) and clicking the ‘I need my username or password’ link or by going to the direct link: https://iaas1test.fischeridentity.com/identity/self-service/mil/kiosk.jsf.
2. In the window that opens, enter your username, which was provided to you in email*, and click ‘Submit’.

* If you have lost your username email, click the ‘Forgot your Username?’ link to be reminded. You will need to provide your Mills Banner ID number as well as the personal, non-Mills email address you provided to the College on your academic or employment application.
3. Enter the one-time authorization code you received in email and click submit.

4. After reading the ‘Terms of Agreement’, click ‘Accept’

5. You will receive a notification that you need to configure your secret questions, click ‘Close’.
6. Using the drop-down menus, select three secret questions and provide memorable answers. These questions will be used to verify your identity should you forget your password in the future. Once completed, click ‘Submit’.

7. Make sure ‘Reset my password’ is selected and click ‘Next’.

† If you would like to change your secret questions at this time, change the selection to ‘Configure my secret questions’ and then click ‘Next’ to return to step 4: ‘Set up secret questions’.
8. Create your password using the criteria below, when you’re finished, click ‘Submit’:
   - Minimum of 8 characters
   - Minimum of 1 lowercase letter
   - Minimum of 1 uppercase letter
   - Minimum of 1 number
   - Cannot contain your username or Banner ID

9. If you’re satisfied with your secret questions selections and your password, click ‘Exit’. If you would like to change your secret questions or your password, please click ‘Retry’.

Congratulations, you’re ready to use Mills IT resources!

For Further Assistance

Please contact the Information Technology Helpdesk at 510.430.2005 or email helpdesk@mills.edu.