How to Activate your my.bergen.edu Portal Account

1. In order to activate your my.bergen.edu Portal account you will need your Bergen User Name and Bergen Student ID number. Your Bergen User Name can be found in your Letter of Acceptance or by going to http://my.bergen.edu and clicking the “What’s my Bergen User Name” link. Your Bergen Student ID number can be found in your Letter of Acceptance.

2. Go to my.bergen.edu

3. Enter your Bergen User Name in the Bergen User Name field.

4. Enter your initial password in the Password field. (The first two (2) letters of your last name with the first letter

    UPPER case, followed by the last six(6) numbers of your Student ID number. For example, my name is John Smith, my Student ID number is 0123456. My Initial password is: Sm123456

5. Click Log On

For further assistance, please call the Bergen Service Desk at 201-301-9693
6. When prompted (as Left image) enter your initial Password in the Old Password field, then your New Password and then Confirm Your New Password. (Your password must be at least 8 characters long. It must contain a number, and an UPPERCASE case letter and a LOWER case letter. Your password cannot be any of your previous 6 passwords and cannot contain any part of your name).

7. Click Change Password

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