This self-service password management tool lets you set your initial Deerfield password, and reset it if you forget it, or when it expires. To change your password, you must have access to the email account you gave Deerfield when your child enrolled. The system will send a verification code to that email address to ensure that your password is not misappropriated by someone else. Follow these simple steps to set/change your password.

STEP 1:

Enter your Deerfield Academy Username where requested. *Parents, please note: your Deerfield Username was sent to your preferred email address on July 8, 2019.*

Then, type the characters as displayed in the box below the picture. Use the ↺ button to generate a new set of characters if needed. Click **Continue**.

STEP 2:

The system will send a verification link to your preferred email address. Please select this address from the drop-down list provided.

Then, type the characters as displayed in the box below the picture. Use the ↺ button to generate a new set of characters if needed. Click **Continue**.
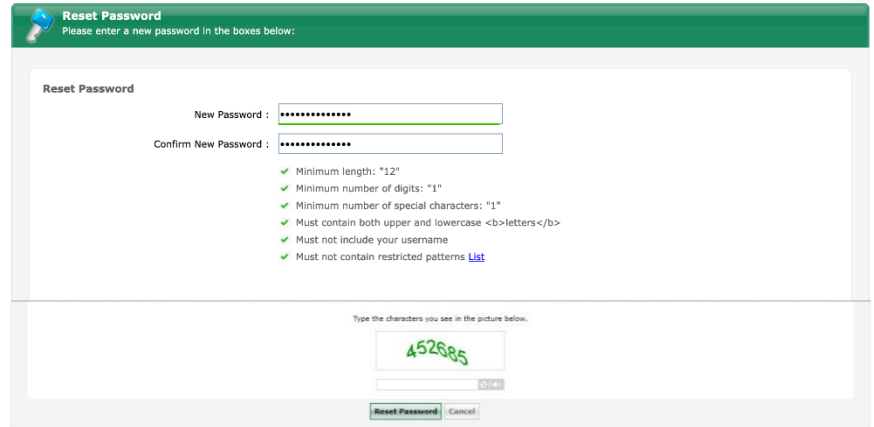
STEP 3:

Check your email for a message from acctmgmt@deerfield.edu with the Subject: **"Password Reset Confirmation"**. Obtain the Verification Code included in the message and enter it where requested.

Then, type the characters as displayed in the box below the picture. Use the ↺ button to generate a new set of characters if needed. Click **Continue**.

STEP 4:

Please review the Password Requirements noted on the page. Type a new password of your choosing, that conforms to these requirements, where prompted. Type it again for confirmation.

Then, type the characters as displayed in the box below the image. Use the ❨❩ button to generate a new set of characters if needed. Click **Continue**.

If your password change is successful, you will receive a confirmation notice from the system. An email will also be sent to your preferred email address from **acctmgmt@deerfield.edu** with the Subject: **"**Password Reset Acknowledgement".

If you have any trouble changing your password, please contact the ITS Help Desk at 413-774-1444, or helpdesk@deerfield.edu.