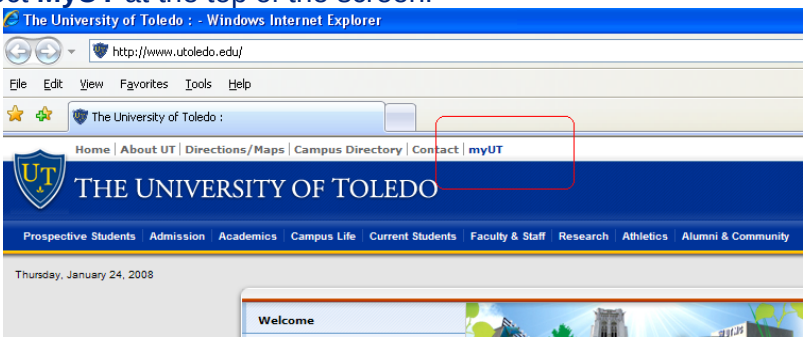
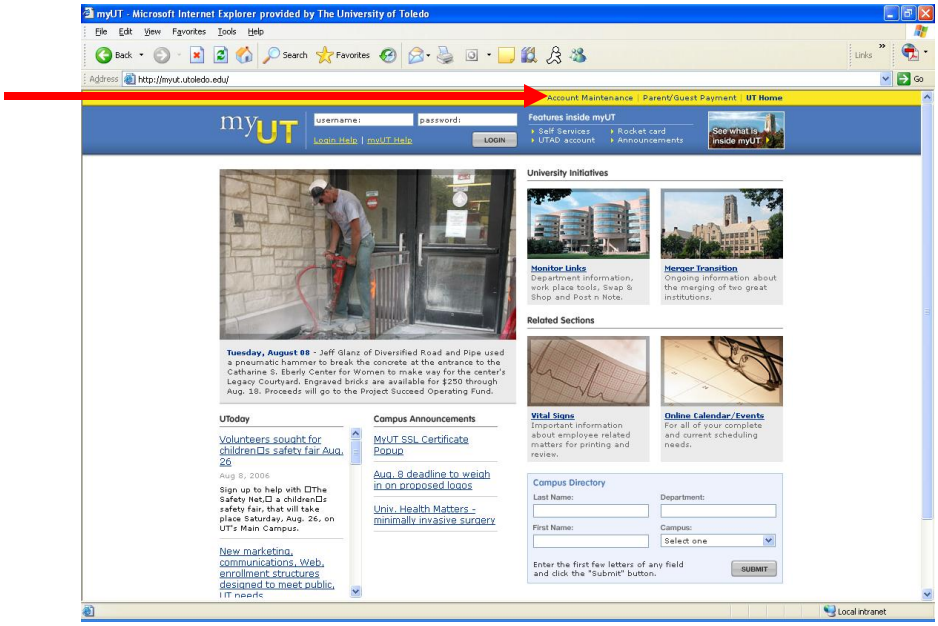
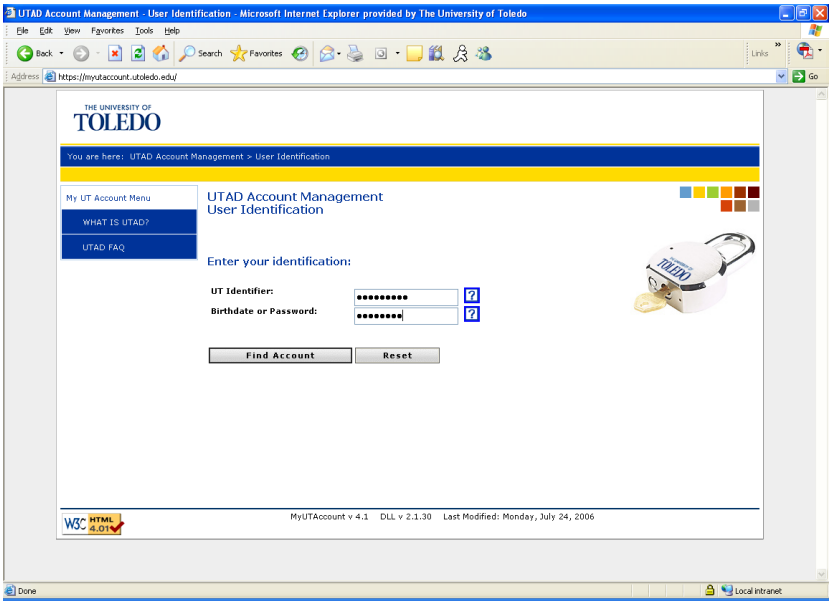
1. Go to www.utoledo.edu
2. Select **MyUT** at the top of the screen.



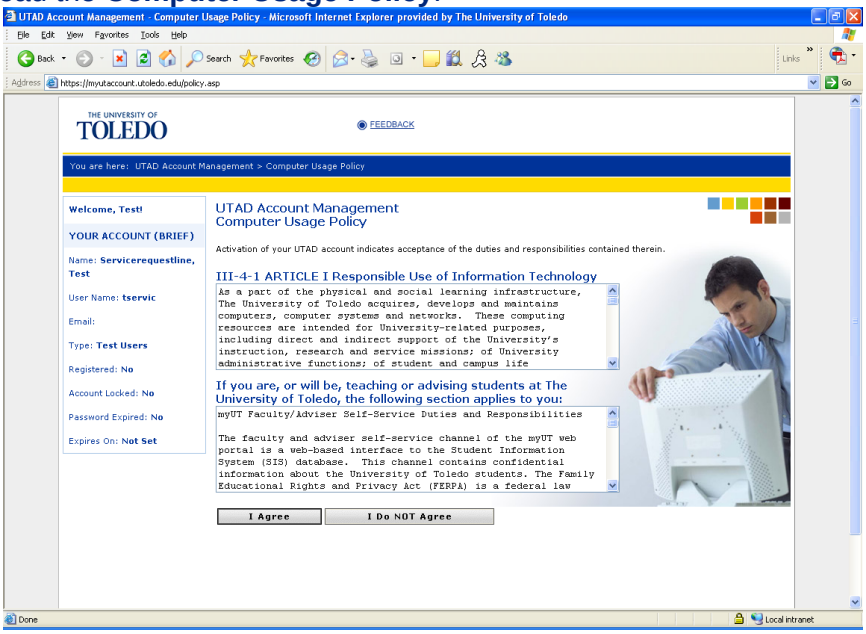
3. Select **Account Maintenance.**



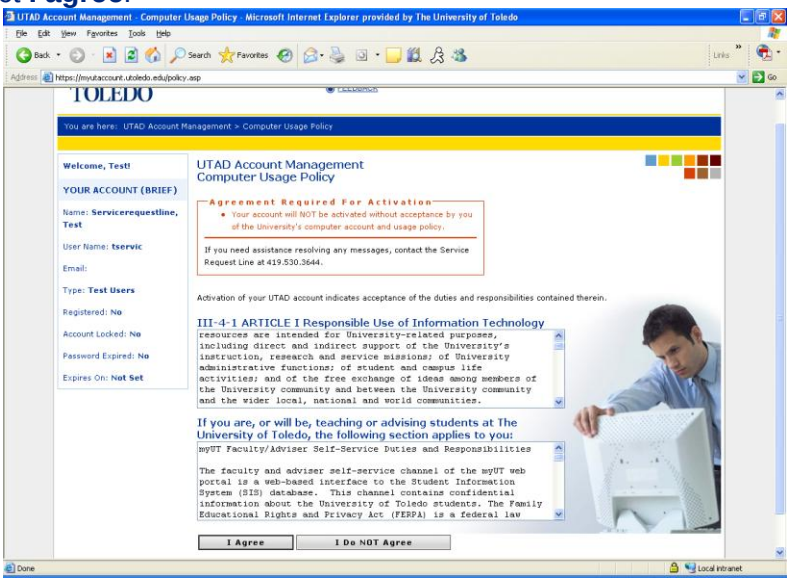
4. Log in using one of the following combinations:
    a. Social security number and date of birth
    b. Rocket ID number and date of birth



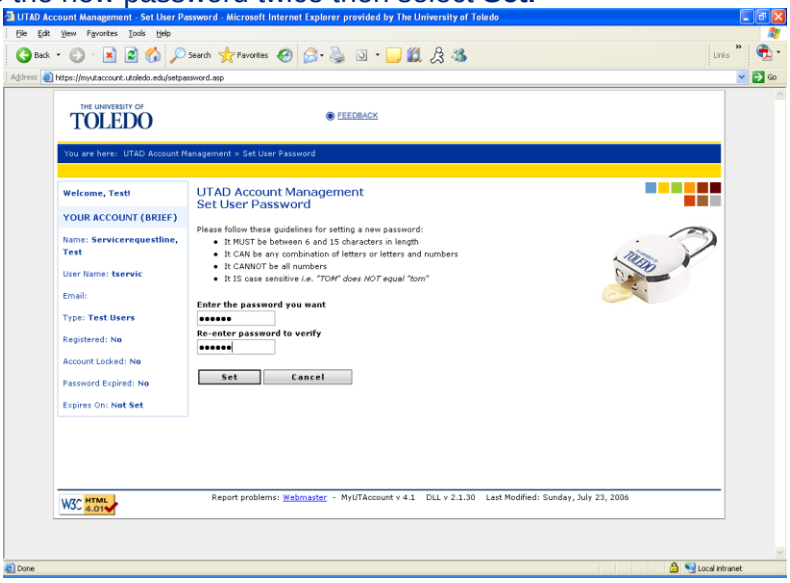
5. Read the **Computer Usage Policy**.



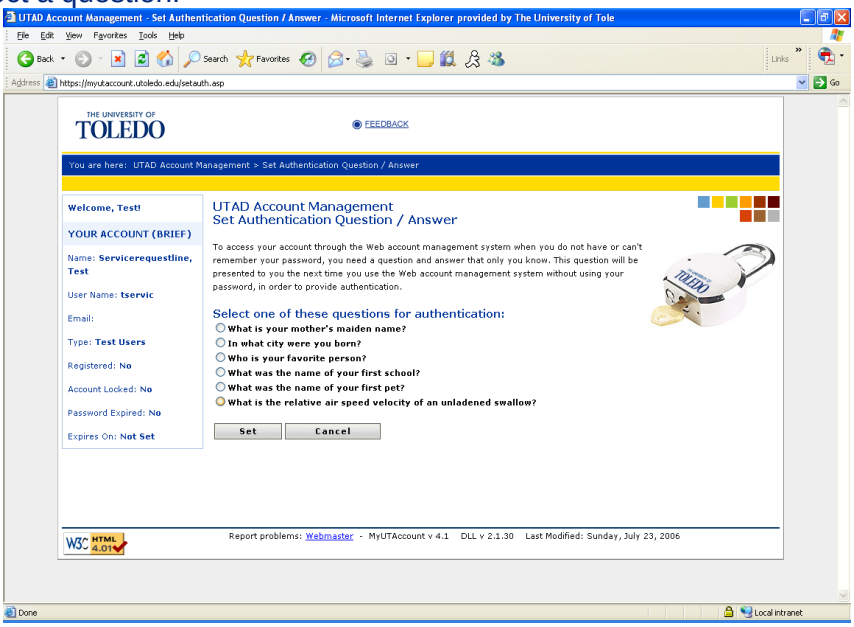
6. Select **I agree**.



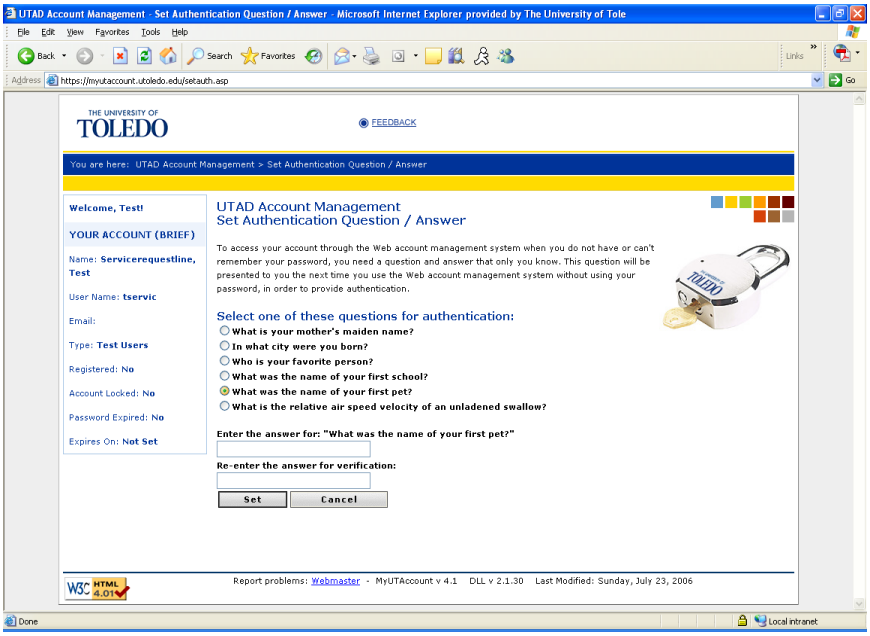
7. Type the new password twice then select **Set.**



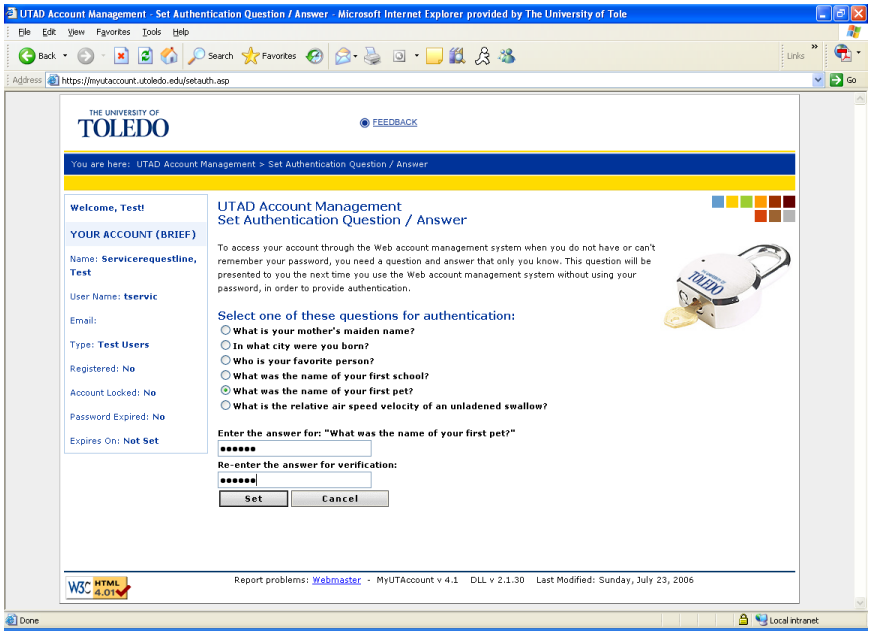
8. Select a question.



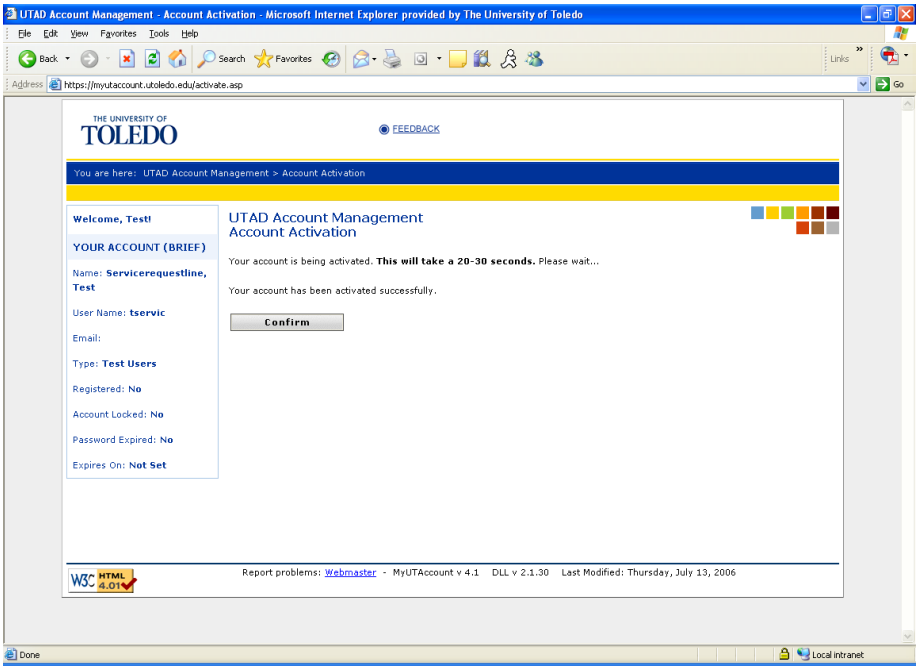
9. Type the answer twice. ***CAUTION: Make sure the answer is something that you will remember. The helpdesk will not be able to provide you with the answer if you forget.***



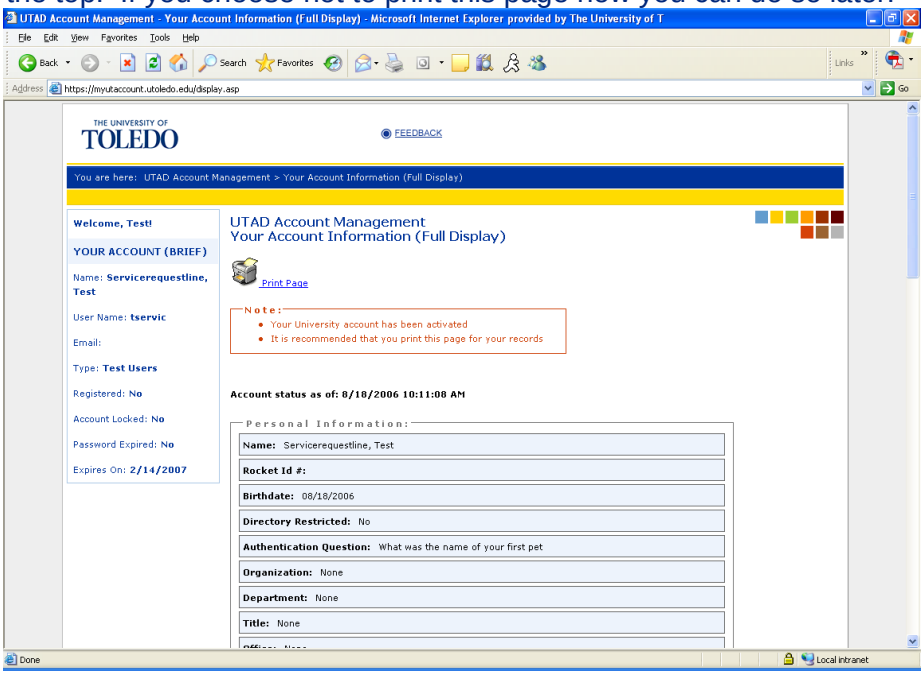
10. Select **Set**.



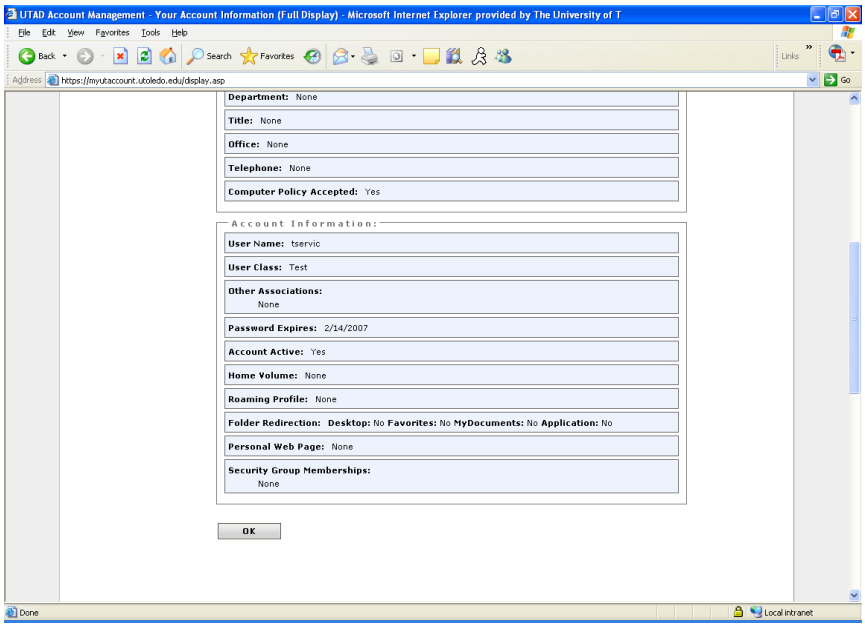
11. Select **Confirm.**



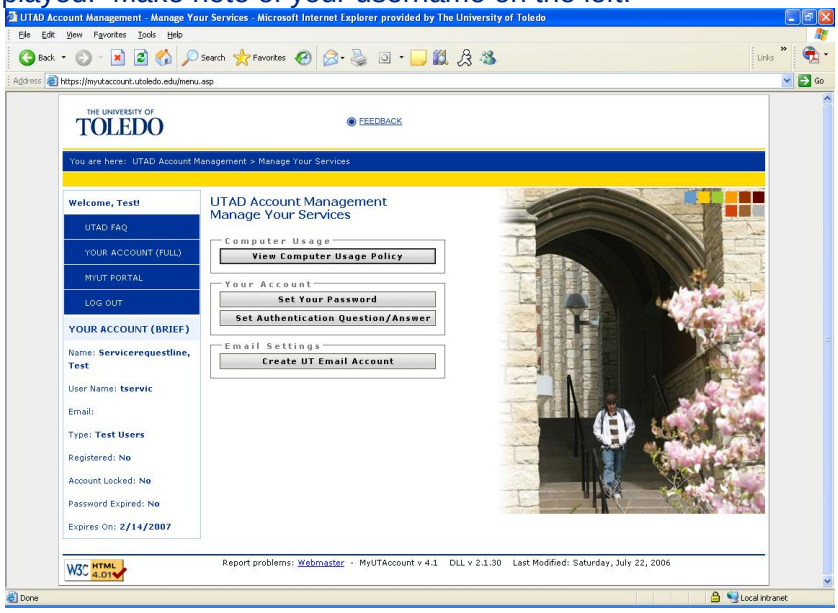
12. Once you have selected confirm, you will get a box displaying your information. You may print this screen by clicking on the **Print Page** link at the top. If you choose not to print this page now you can do so later.



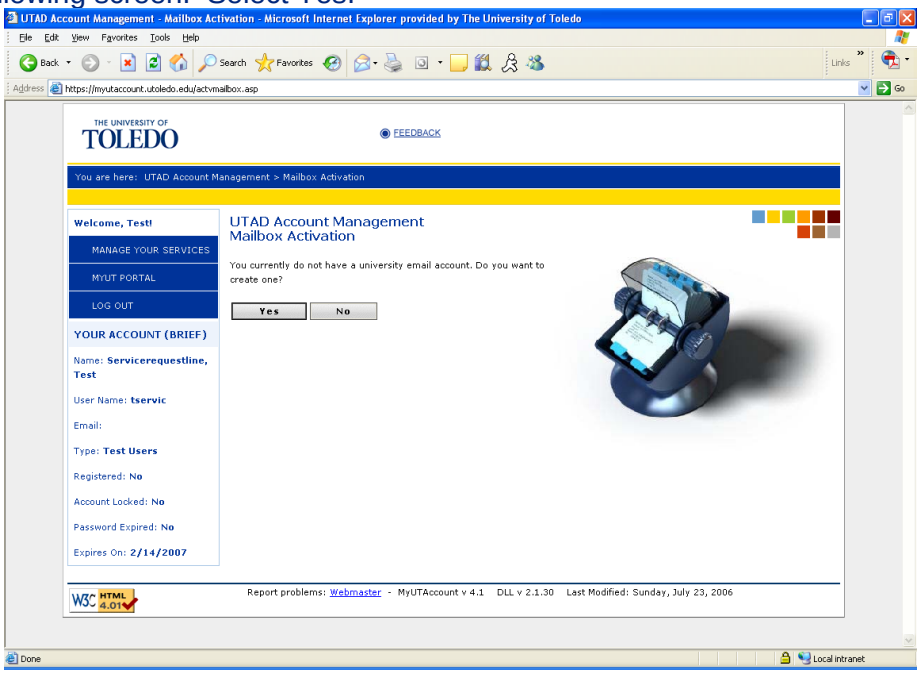
13. Select **OK**



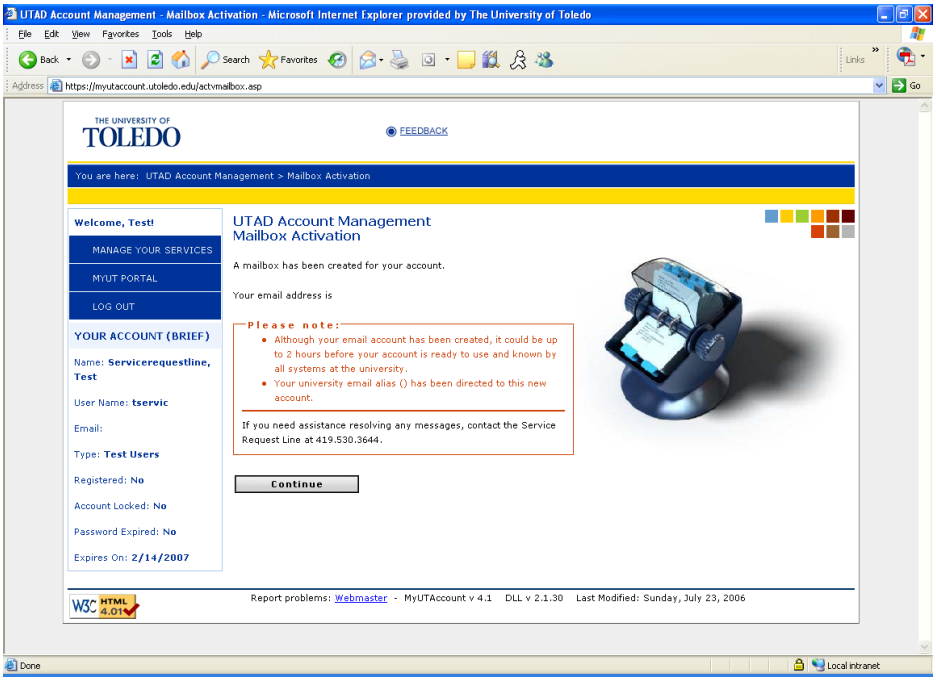
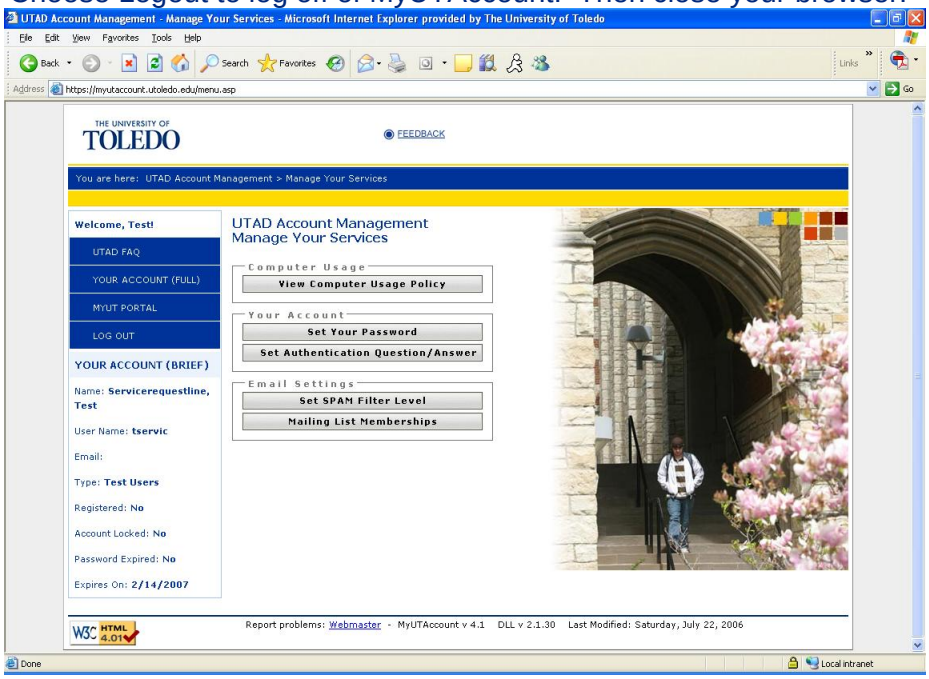
14. After selecting OK from the previous screen, the screen below will be displayed. Make note of your username on the left.



15. If you need to create a UT email account, you will see the button to do so. If not, then go t step 17.
16. Once you select the "Create UT Email Account" button, you will get the following screen. Select Yes.



17. It will take approximately two hours before your account is ready. Select the Continue button.



18. After selecting **Continue**, you will be taken to the following screen.
19. Choose Logout to log off of MyUTAccount. Then close your browser.