- 1. Go to <u>www.utoledo.edu</u>
- 2. Select **MyUT** at the top of the screen. The University of Toledo : - Windows Internet Explorer



3. Select Account Maintenance.

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Address 🕘 http://myut.	utoledo.edu/				
			Account Maintenance P	arent/Guest Rayment IIT Home	
	and the second				
		password:	Features inside myUT Self Services Rocket UTAD account Announ	card sements inside myUT >	
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			Monitor Links Department information, work place tools, Swan &	Merger Transition Ongoing information about the merging of two great	
			Shop and Post n Note.	institutions.	
			Related Sections		
	Arres				
	Tuesday, August 88 - Jeff Glanz a pneumatic hammer to break to Catharine 5: Beerly Center for Legacy Courtyard, Engraved bric Aug. 18: Proceeds will go to the	of Diversified Road and Pipe used he concrete at the entrance to the ormen to make way for the center's ks are available for \$250 through Project Succeed Operating Fund.	hh	C. C.	
	UToday	Campus Announcements	Vital Signs	Online Calendar/Events	
	Volunteers sought for children Is safety fair Aug. 26	MyUT SSL Certificate Popup	about employee related matters for printing and review.	and current scheduling needs.	
	Aug 8, 2006	Aug. 8 deadline to weigh	Computer Directory		
	Sign up to help with DThe	in on proposed loaos	Last Name:	Department	
	safety fair, that vill take	Univ. Health Matters -	Lars manne.		
	place Saturday, Aug. 26, on UT's Main Campus.	minimally invasive surgery	First Name:	Campus:	
				Select one	
	New marketing,		Enter the first few letters of	any field	

Page 1 of 8

- 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

🖄 UTAD Account Management - User Identification - Microsoft Internet Explorer provided by The University of Toledo	
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Agdress 🍘 https://myutaccount.utoledo.edu/	💌 🔁 Go
FUNCTION Vou are herre: UTAD Account Management User Identification: VIAT IS UTAD Enter your identification: UTAD FAC Enter your identification: UT Identifier: Imithate or Password: Imithate or Password: Imithate or Password: Find Account Reset	

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.

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nttps://myutaccount.utoiedo.edu/setau	in ap	
THE UNIVERSITY OF	● FEEDRACK	
You are here: UTAD Account №	lanagement > Set Authentication Question / Answer	
Welcome, Test!	UTAD Account Management Set Authentication Ouestion / Answer	
YOUR ACCOUNT (BRIEF)		
Name: Servicerequestline, Test	To access your account through the Web account management system when you do not have or can't remember your password, you need a question and answer that only you know. This question will be presented to you the next time you use the Web account management system without using your	2
User Name: tservic	password, in order to provide authentication.	
Email:	Select one of these questions for authentication:	
Type: Test Users	O In what city were you born?	
Registered: No	Who is your favorite person?	
Assessment I available for	What was the name of your first school? What was the name of your first pet?	
Password Expired: No	• What is the relative air speed velocity of an unladened swallow?	
Expires On: Not Set	Enter the answer for: "What was the name of your first pet?"	
	Re-enter the answer for verification:	
	set canter	

10. Select Set.



11. Select Confirm.

TOLEDO	FEEDBACK	
You are here: UTAD Accoun	Management > Account Activation	
Welcome, Test! YOUR ACCOUNT (BRIEF) Name: Servicerequestine Test User Name: tservic Email: Type: Test Users Registered: No Account Locked: No Password Expired: No Expires On: Not Set	UTAD Account Management Account Activation Your account is being activated. This will take a 20-30 seconds. Please wait Your account has been activated successfully. 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.

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Address 🗃 https://myutaccount.utoledo.edu/displa	ay, asp	-
THE UNIVERSITY OF TOLEDO	FEEDBACK Annagement > Your Account Information (Full Diselay)	*
Welcome, Testi YOUR ACCOUNT (BRIEF) Name: Servicerequestline, Test User Name: tservic Email: Type: Test Users Registered: No Account Locked: No	UTAD Account Management Your Account Information (Full Display) Print Page Note: • Your University account has been activated • It is recommended that you print this page for your records Account status as of: 8/18/2006 18:11:08 AM Personal Information:	
Password Expired: No	Name: Servicerequestline, Test	
Expires On: 2/14/2007	Rocket Id #:	
	Birthdate: 08/18/2006	
	Directory Restricted: No	
	Authentication Question: What was the name of your first pet	
	Organization: None	
	Department: None	
	Title: None	
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13. Select OK

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ass 🔊 hitney (investigance) et utolado actu/denti		
	Department: None	
	Title: None	
	Office: None	
	Telephone: None	
	Computer Policy Accepted: Yes	
	Account Information:	
	User Name: tservic	
	User Class: Test	
	Other Associations: None	
	Password Expires: 2/14/2007	
	Account Active: Yes	
	Home Volume: None	
	Roaming Profile: None	
	Folder Redirection: Desktop: No Favorites: No MyDocuments: No Application: No	
	Personal Web Page: None	
	Security Group Memberships: None	
	UK	

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

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THE UNIVERSITY OF	• FEEDBACK	
You are here: UTAD Account	Management > Manage Your Services	
Welcome, Test!	UTAD Account Management	
UTAD FAQ	Manage Four Services	
YOUR ACCOUNT (FULL)	View Computer Usage Policy	
MYUT PORTAL	- Your Account	TITLE
LOG OUT	Set Your Password	
YOUR ACCOUNT (BRIEF)	Set Authentication Question/Answer	
Name: Servicerequestline, Test	Email Settings Create UT Email Account	
User Name: tservic		
Email:		
Type: Test Users		
Registered: No		
Account Locked: No		
Password Expired: No		
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- 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.

AD Account Management - Mailbox Ac	ivation - Microsoft Internet Explorer provided by The University of Toledo	
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🛯 🙆 https://myutaccount.utoledo.edu/actvn	albox.asp	×
THE UNIVERSITY OF	EEEDRACK	
You are here: UTAD Account N	anagement > Mailbox Activation	
Welcome, Test!	UTAD Account Management	
MANAGE YOUR SERVICES		
MYUT PORTAL	rou currently do not have a university email account. Do you want to create one?	
LOG OUT	Yes No	
YOUR ACCOUNT (BRIEF)		
Name: Servicerequestline, Test		
User Name: tservic		
Email:		
Type: Test Users		
Registered: No		
Account Locked: No		
Password Expired: No		
Expires On: 2/14/2007		
	Report problems: Webmaster - MyUTAccount v 4.1 DLL v 2.1.30 Last Modified: Sunday, July 23,	2006
		📛 😼 Local intranet

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.

TOLEDO	EEEDBACK	
You are here: UTAD Account	Management > Manage Your Services	
Welcome, Test!	UTAD Account Management	
UTAD FAQ	Manage Your Services	
YOUR ACCOUNT (FULL)	Computer Usage View Computer Usage Policy	
MYUT PORTAL	Your Account	THE REPAIR
LOG OUT	Set Your Password	
YOUR ACCOUNT (BRIEF)	Set Authentication Question/Answer	
Name: Servicerequestline,	Email Settings	
Test	Mailing List Memberships	
User Name: tservic		
Email:		
Type: Test Users		
Registered: No		
Account Locked: No		
Password Expired: No		
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