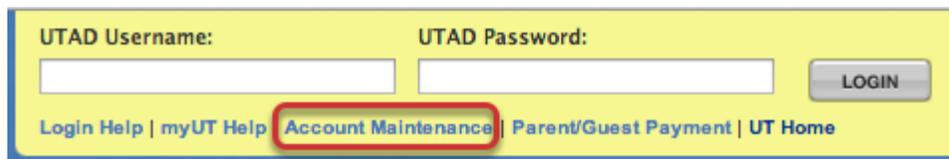


## Resetting Your UTAD Password

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UTAD account passwords expire every six months, and once a password has expired, users are unable to log into Blackboard, MyUT, or their UT email. When the password has expired, the password must be reset using the UTAD account management. You will need to know the answer to your security question to reset your password online. If you forget the answer to your security question, or are otherwise unable to reset your password online, you will need to contact the IT helpdesk at 419-530-2400 for assistance.

### Logging into the UTAD Account Management, Part 1



The image shows a yellow login box with two input fields: "UTAD Username:" and "UTAD Password:". To the right of the password field is a "LOGIN" button. Below the input fields is a navigation bar with links: "Login Help | myUT Help | Account Maintenance | Parent/Guest Payment | UT Home". The "Account Maintenance" link is highlighted with a red rectangle.

To access the account management, go to the MyUT login page at [myut.utoledo.edu](http://myut.utoledo.edu) and click on **Account Maintenance** in the yellow MyUT login box.

## Logging into the UTAD Account Management, Part 2

### UTAD Account Management User Identification

Enter your identification below. Both fields are required. Then press the "Find Account" button.

Your **UT Identifier** may be entered in one of the following ways:

- » Your Rocket Id number entered as Rxxxxxxxx
- » Your UTAD user name.

UT Identifier:

1

Enter UTAD or  
Rocket # here

Your **Identifier Qualification** may be entered in one of the following ways:

- » Your birth date as **MM/DD/YYYY**
- » Your UTAD password if not expired

Identifier Qualification:

2

Enter your birthdate  
here

3

Find Account

Clear All Fields

1. Enter your UTAD username or Rocket Number in the space labeled UT Identifier
2. Enter your birthdate in the format of MM/DD/YYYY in the space labeled Identifier Qualification
3. When finished, click the **Find Account** button.

## Entering your Security Question

To confirm your identity, you **MUST** answer the following question and press the "Find Account" button again:

Authentication Question:

- » This is the question you chose when you activated your account.

Authentication Answer:

- » This is the answer you gave when you activated your account.

Find Account Clear All Fields

On the next screen, you will see the security question you provided when you set up your account. Type in your answer to the security question in the provided space and click **Find Account**.

## Setting your Password, Part 1

### UTAD Account Management Manage Your Services

**Note:**

- Your Password Will Expire On 12/24/2012. It's recommended you choose "Set Your Password" and change it.
- Your mailbox creation is pending

If you need assistance resolving any messages, contact the Service Request Line at 419.530.2400 or 419.383.2400.

#### Computer Usage

[View Computer Usage Policy](#)

[Download Forefront Virus Scanner](#)

[Download SPSS Software](#)

[Download EndNote Software](#)

#### Your Account

[Set Your Password](#)

[Set Authentication Question/Answer](#)

[Set Alert EMail Address](#)

[Application Data Location](#)

#### Email Settings

[Mailing List Memberships](#)

You will now see a screen similar to the one above. To change your password, click on the **Set Your Password** button.

## Setting your Password, Part 2

### UTAD Account Management Set User Password

Please follow these guidelines for setting a new password:

- It MUST be between 8 and 16 characters in length
- It MUST contain at least 1 character from each of the following lists:
  - Uppercase Alphabetic A-Z
  - Lowercase Alphabetic a-z
  - Numbers 0-9
  - Allowed Special Characters ! " \$ % , ( ) \* + - . / ; : = > ? [ \ ] ^ \_ { | } ~
    - These special characters **ARE NOT ALLOWED**: & # @ < blank or space
- It CANNOT be all numbers
- It CANNOT be the same as the previous 10 passwords
- It CANNOT contain three (3) or more repetitions of the same character
- It IS case sensitive i.e. "TOM" does NOT equal "tom"
- It CANNOT contain your user name "awalter6" or your first, last, or middle name

Enter the password you want

Re-enter password to verify

Set Cancel

Enter your password here

Click Set when finished

You will now see a screen similar to the one here. Create a new password that adheres to the guidelines posted on the site, and enter the password in both spaces. when you are finished, click **Set**.

## Password Change Confirmation

### UTAD Account Management Set User Password

**Please NOTE!**

- If you are currently logged on you **MUST** logoff now and login again using your new password!

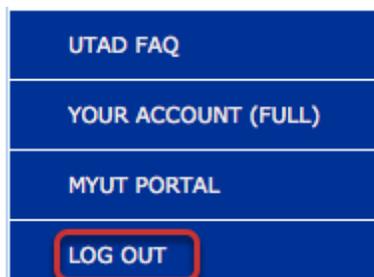
If you need assistance resolving any messages, contact the Service Request Line at 419.530.2400 or 419.383.2400.

**Your password has been changed.**



You will now see a screen similar to the one above confirming that your password has been changed. Click the **Confirm** button.

## Logging Out



Once your password has been changed, you can now log out of the UTAD Account Management portal by clicking on Log Out in the left menu. You can now log into Blackboard and other UT sites using your new password now.