RESET A UTAD PASSWORD USING ACCOUNT MAINTENANCE INSTRUCTIONS

1. Go to www.utoledo.edu
2. Select MyUTPortal.
3. Select Account Maintenance in the yellow bar at the top of the screen.
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
   c. UTAD username and current password

5. If you use one of a or b above, click on “Find Account” button. It will ask for the answer to your authentication question. Once you enter your answer, Click the “Find Account” Button again.
6. On the screen that comes up, select Set Your Password

7. Type your password twice following the guidelines listed and click on set.
8. Select Confirm

9. Make note of your Username and e-mail address.

10. Select Log Out in the blue bar on the left.