

### Change your UTAD Password:

1. Go to the UTAD account management site at: myutaccount.edu
2. Enter your **UT Identifier** (your UTAD account name or Rocket #); and
3. Enter your **Identifier Qualification** (your UTAD password, if not expired)
4. Click on **Find Account** – This will open a new screen, **UTAD Account Management**
5. Under **Your Account**, click on **Set Your Password**
6. Enter the desired new password (case sensitive)
7. Re-enter the desired new password to verify (case sensitive)
8. Click **Set** to submit your new UTAD password

### Enroll or update your UTAD account for two-step authentication:

1. Go to the MyUT Web Portal at: myut.utoledo.edu
2. Login with your UTAD Credentials
3. Click on the **Employee** tab at the top of the page
4. Under **My Toolkit**, open one of the desired MyUT pages protected by the Two-Step Authentication service:
  - a. Under **Personal/Office Information**, click on **Update Addresses & Phone** (This will open a new screen, **Personal Information**); or
  - b. Under **Pay Details & Leave Balances**, click on **Direct Deposit Information** (This will open a new screen, **Direct Deposit Allocation**)
5. After the page refreshes, click on **Two Factor Authentication**.
6. Enter your UTAD credentials to sign in
  - a. New enrollees may provide a new SMS or voice telephone number at the **Setup Two Factor Authentication** screen; or
  - b. Current enrollees may provide an updated SMS or voice telephone number if desired
7. Once enrolled, at the **Send Authorization Code** screen click **Text Message** or **Voice Call** - the authorization code will be sent to your registered telephone
8. Enter the Authorization Code provided to you in the previous step
9. Click **Complete** to continue on to the desired page

### Update Your Personal Information

(For first-time use, see above for instructions to enroll in the two-step authentication service)

1. Go to the MyUT Web Portal at: myut.utoledo.edu
2. Login with your UTAD Credentials
3. Click on the **Employee Tab** at the top of the page
4. Under **My Toolkit**, under **Personal/Office Information**, click on **Update Addresses & Phone**
5. At the bottom of the page, click on **Update Address/Phone**
6. Complete the page with your information
7. Click **Submit**