Activating or Updating Your UTAD

**Step 1: Log In:** [http://myut.utoledo.edu](http://myut.utoledo.edu)

Click on “Account Maintenance”

Follow the instructions by typing in your Rocket Number and your Date of Birth exactly as the instructions state.

Answer the secure question and click “Find Account”

Your personal page will appear.

On the left side you will find your UT Rocket Number, your user name and several other key pieces of data. In the middle you will find several options, click on “Set Your Password”
On this screen follow the criteria for selecting a password.

Then click on “Set” to activate the password.

Note that if your password doesn’t follow the criteria it will not be accepted.

On this page click “Confirm” then click “Log Out”