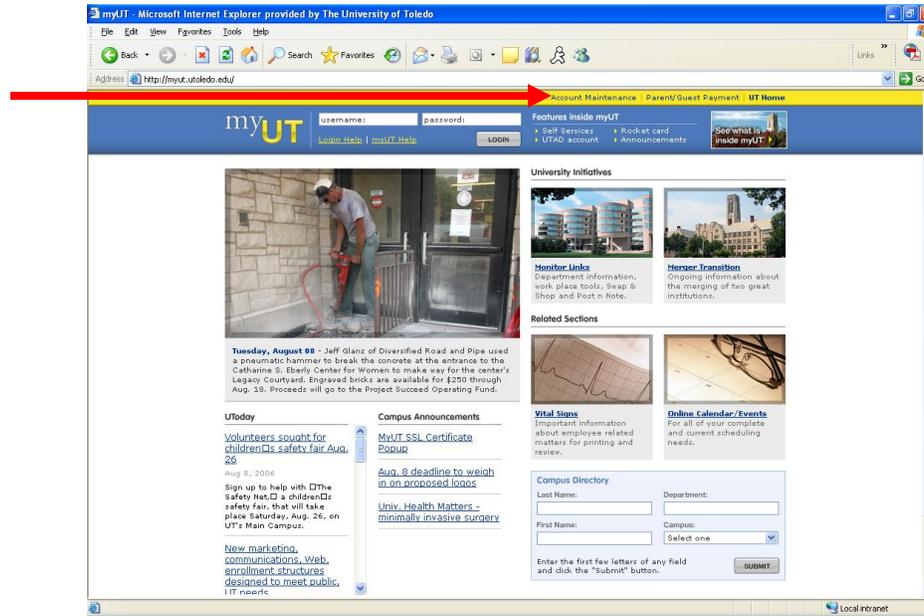


# ACTIVATING UTAD ACCOUNT.DOC

1. Go to [www.utoledo.edu](http://www.utoledo.edu)
2. Select **MyUT** at the top of the screen.

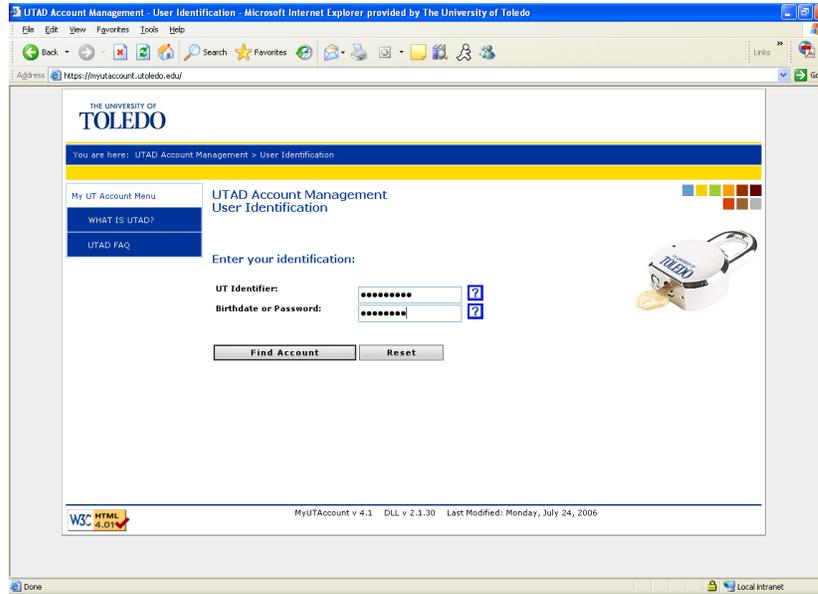


3. Select **Account Maintenance**.

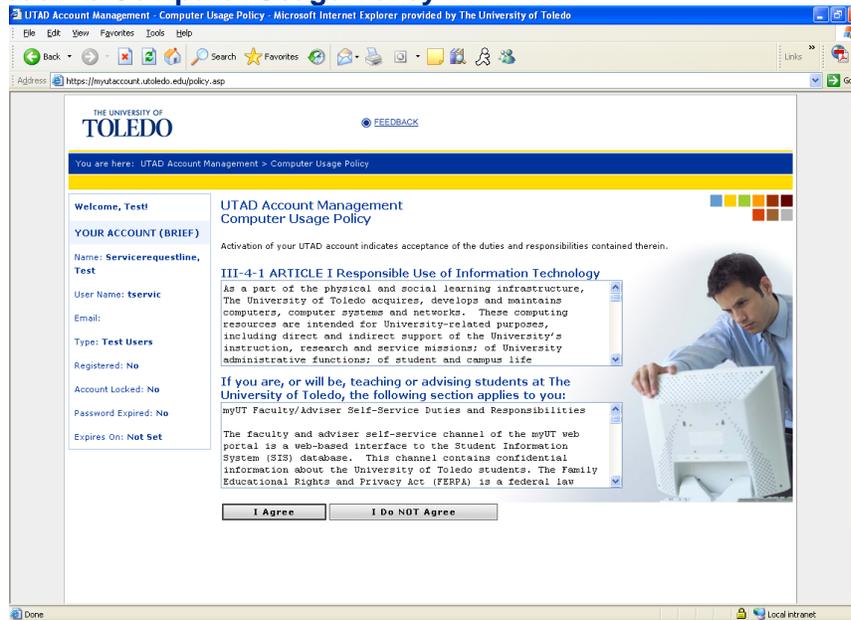


# ACTIVATING UTAD ACCOUNT.DOC

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



5. Read the **Computer Usage Policy**.



## 6. Select I agree.

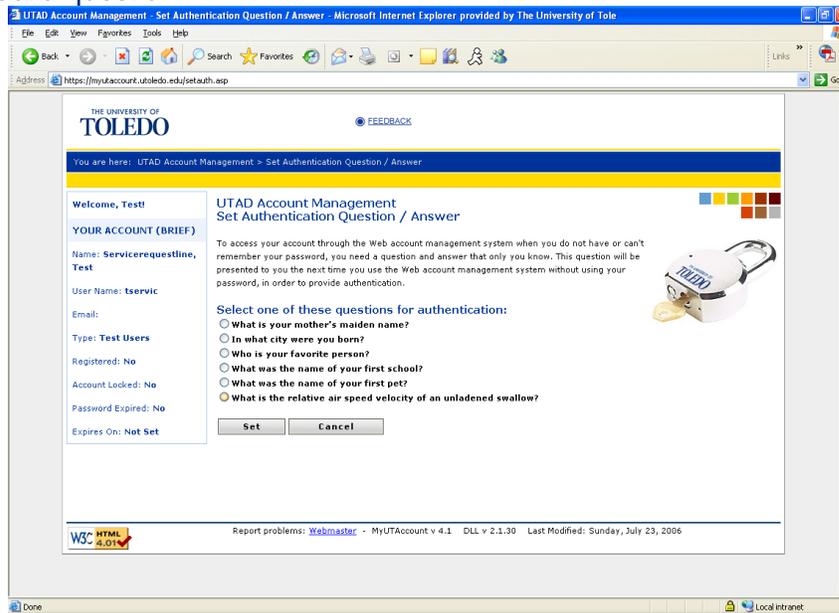
The screenshot shows a web browser window titled "UTAD Account Management - Computer Usage Policy". The address bar shows "https://myutadaccount.utledo.edu/policy.asp". The page content includes a "TOLEDO" logo, a navigation breadcrumb "You are here: UTAD Account Management > Computer Usage Policy", and a "Welcome, Test" message. A sidebar on the left lists account details: "YOUR ACCOUNT (BRIEF)", Name: Servicerquestline, Test; User Name: tservic; Email: ; Type: Test Users; Registered: No; Account Locked: No; Password Expired: No; Expires On: Not Set. The main content area features a red-bordered box titled "Agreement Required For Activation" with a bullet point: "Your account will NOT be activated without acceptance by you of the University's computer account and usage policy." Below this is a text block: "If you need assistance resolving any messages, contact the Service Request Line at 419.530.3644." A section titled "III-4-1 ARTICLE I Responsible Use of Information Technology" contains text about University-related purposes and a link to "myUT Faculty/Adviser Self-Service Duties and Responsibilities". At the bottom, there are two buttons: "I Agree" and "I Do NOT Agree".

## 7. Type the new password twice then select Set.

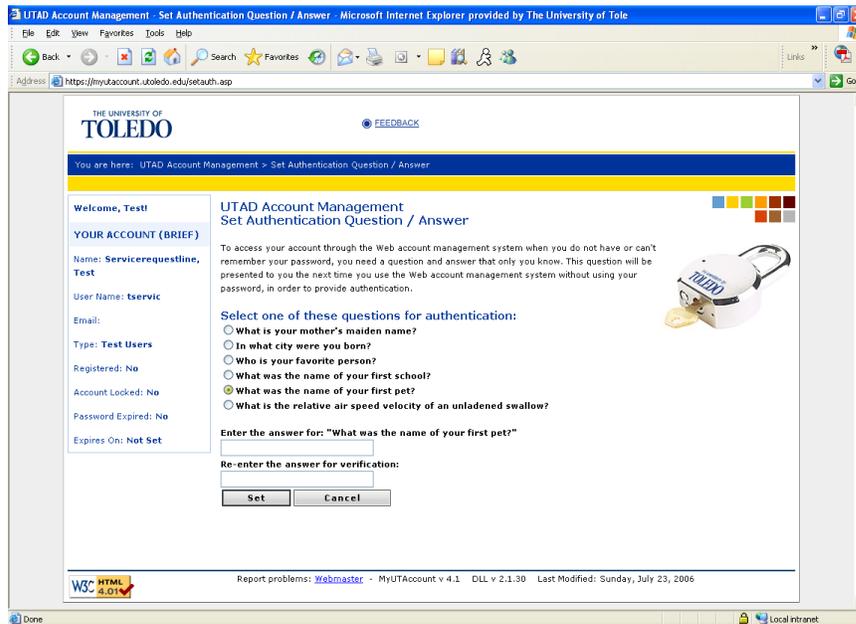
The screenshot shows a web browser window titled "UTAD Account Management - Set User Password". The address bar shows "https://myutadaccount.utledo.edu/setpassword.asp". The page content includes a "TOLEDO" logo, a navigation breadcrumb "You are here: UTAD Account Management > Set User Password", and a "Welcome, Test" message. A sidebar on the left lists account details: "YOUR ACCOUNT (BRIEF)", Name: Servicerquestline, Test; User Name: tservic; Email: ; Type: Test Users; Registered: No; Account Locked: No; Password Expired: No; Expires On: Not Set. The main content area features a "Set User Password" section with a "Please follow these guidelines for setting a new password:" list: "IT MUST be between 6 and 15 characters in length", "IT CAN be any combination of letters or letters and numbers", "IT CANNOT be all numbers", and "IT IS case sensitive i.e. 'TOM' does NOT equal 'tom'". Below the list are two password input fields: "Enter the password you want" and "Re-enter password to verify", both containing six asterisks. There are "Set" and "Cancel" buttons. A small image of a padlock is visible on the right side of the page. At the bottom, there is a "WSC HTML 4.01" logo and a footer: "Report problems: [Webmaster](#) - MyUTAccount v 4.1 DLL v 2.1.30 Last Modified: Sunday, July 23, 2006".

# ACTIVATING UTAD ACCOUNT.DOC

## 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.**



# ACTIVATING UTAD ACCOUNT.DOC

## 10. Select Set.

The screenshot shows a web browser window titled "UTAD Account Management - Set Authentication Question / Answer". The address bar shows the URL "https://myutaccount.utledo.edu/setauth.asp". The page header includes "THE UNIVERSITY OF TOLEDO" and a "FEEDBACK" link. Below the header, a navigation bar indicates the current location: "You are here: UTAD Account Management > Set Authentication Question / Answer".

The main content area is divided into two columns. The left column, titled "YOUR ACCOUNT (BRIEF)", displays user information for "Test":  
Name: **Servicerequestline, Test**  
User Name: **tservic**  
Email:  
Type: **Test Users**  
Registered: **No**  
Account Locked: **No**  
Password Expired: **No**  
Expires On: **Not Set**

The right column, titled "UTAD Account Management Set Authentication Question / Answer", contains the following text:  
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 password, in order to provide authentication.

Below this text is a section titled "Select one of these questions for authentication:" with five radio button options:  
 What is your mother's maiden name?  
 In what city were you born?  
 Who is your favorite person?  
 What was the name of your first school?  
 What was the name of your first pet?  
 What is the relative air speed velocity of an unladen swallow?

The "What was the name of your first pet?" option is selected. Below the options are two text input fields:  
Enter the answer for: "What was the name of your first pet?"  
\*\*\*\*\*  
Re-enter the answer for verification:  
\*\*\*\*\*

At the bottom of the form are two buttons: "Set" and "Cancel".

The footer of the page includes a "W3C HTML 4.01" logo and the text: "Report problems: [Webmaster](#) - MyUTAccount v 4.1 DLL v 2.1.30 Last Modified: Sunday, July 23, 2006".

## 11. Select Confirm.

The screenshot shows a web browser window titled "UTAD Account Management - Account Activation". The address bar shows the URL "https://myutaccount.utledo.edu/activate.asp". The page header includes "THE UNIVERSITY OF TOLEDO" and a "FEEDBACK" link. Below the header, a navigation bar indicates the current location: "You are here: UTAD Account Management > Account Activation".

The main content area is divided into two columns. The left column, titled "YOUR ACCOUNT (BRIEF)", displays user information for "Test":  
Name: **Servicerequestline, Test**  
User Name: **tservic**  
Email:  
Type: **Test Users**  
Registered: **No**  
Account Locked: **No**  
Password Expired: **No**  
Expires On: **Not Set**

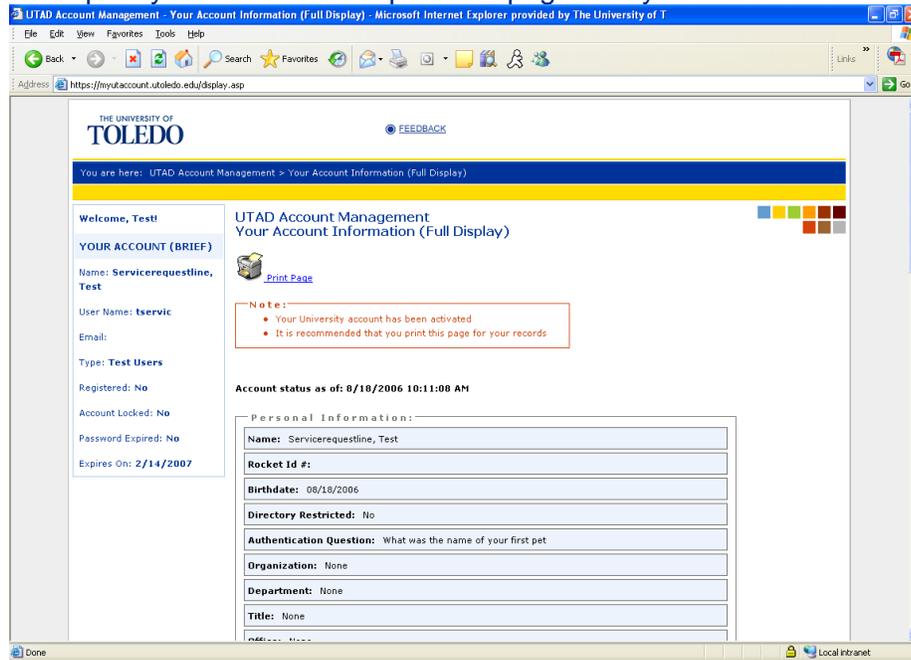
The right column, titled "UTAD Account Management Account Activation", contains the following text:  
Your account is being activated. **This will take a 20-30 seconds.** Please wait...  
Your account has been activated successfully.

Below this text is a single button: "Confirm".

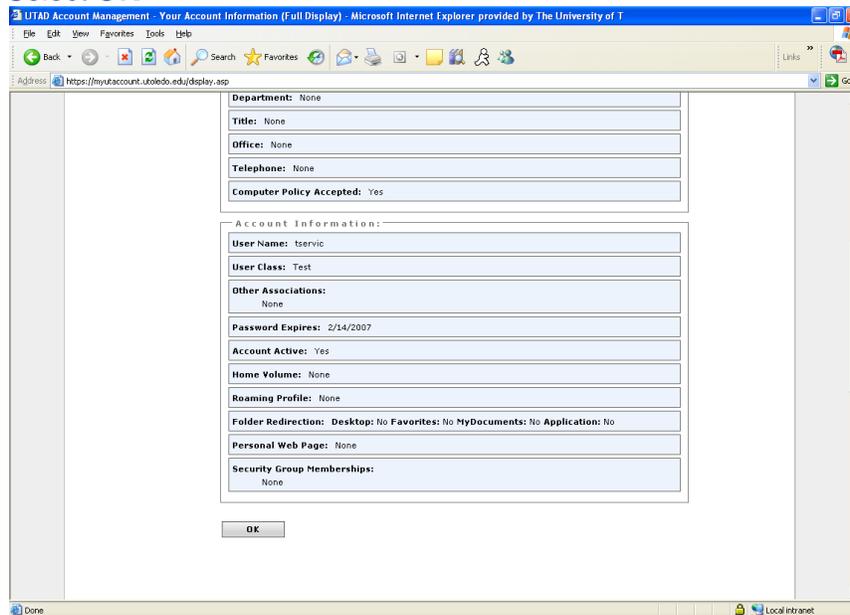
The footer of the page includes a "W3C HTML 4.01" logo and the text: "Report problems: [Webmaster](#) - MyUTAccount v 4.1 DLL v 2.1.30 Last Modified: Thursday, July 13, 2006".

## ACTIVATING UTAD ACCOUNT.DOC

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.

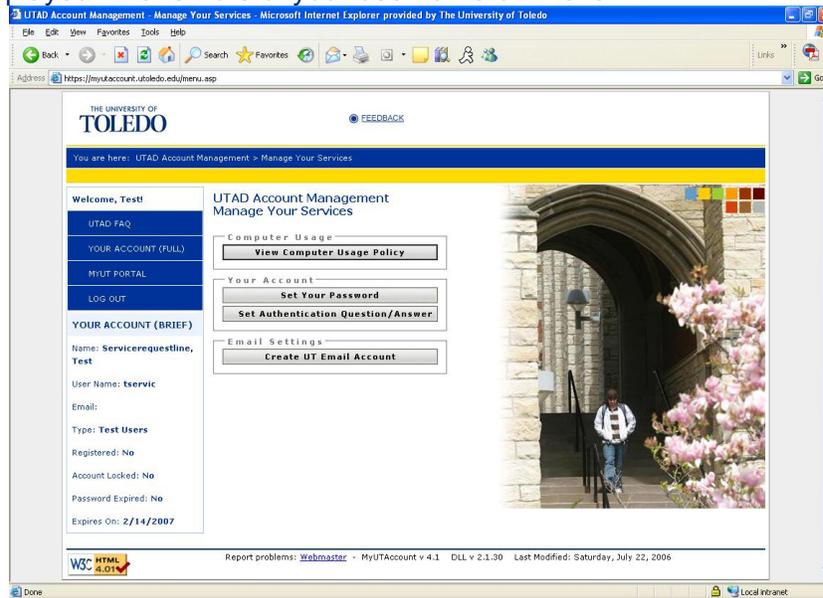


13. Select OK

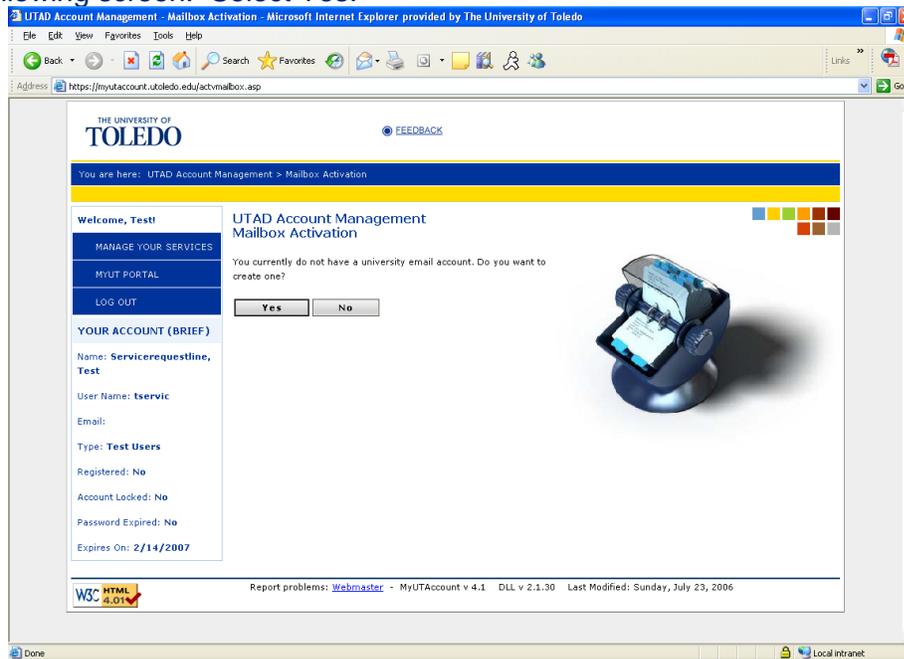


## ACTIVATING UTAD ACCOUNT.DOC

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

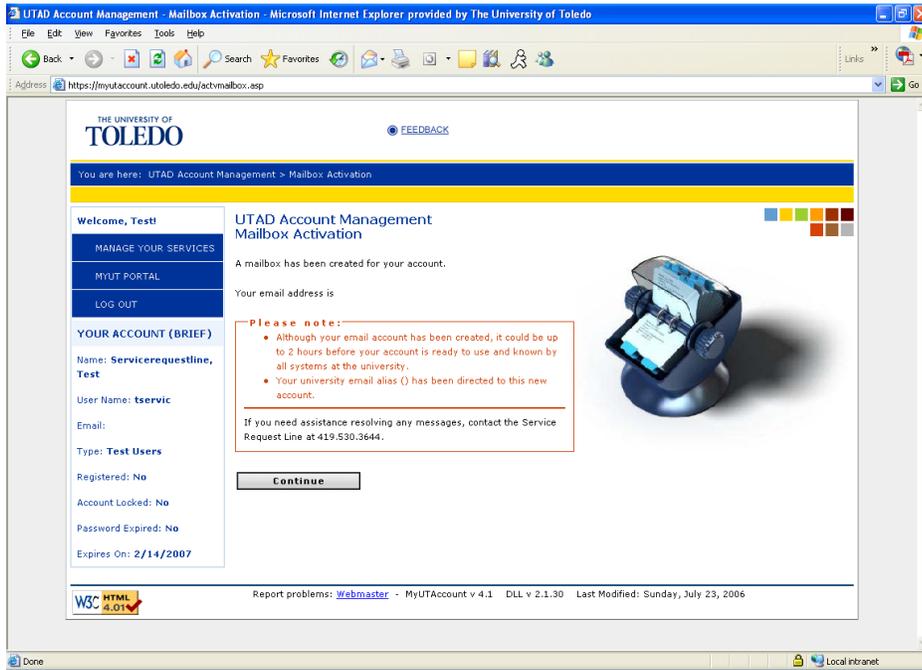


15. If you need to create a UT email account, you will see the button to do so. If not, then go to step 17.
16. Once you select the "Create UT Email Account" button, you will get the following screen. Select Yes.



# ACTIVATING UTAD ACCOUNT.DOC

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.

