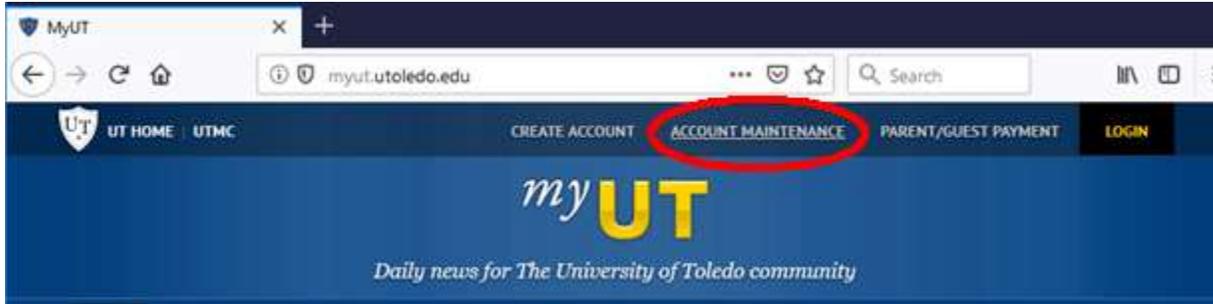




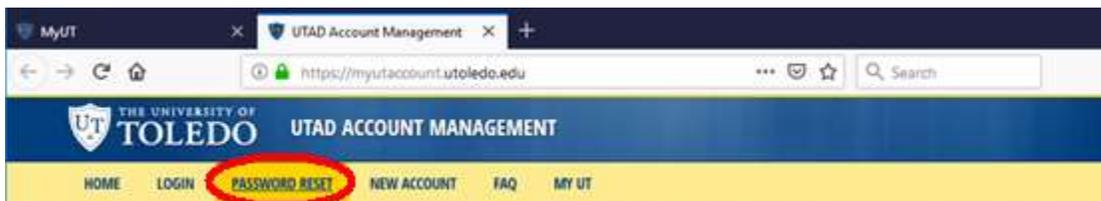
## Division of Technology and Advanced Solutions

# How to Reset Your UTAD Password

Navigate to the <http://myut.utoledo.edu> website and click on “Account Maintenance” at the top



Choose PASSWORD RESET at the top menu



Where prompted enter your Rocket Number as RXXXXXXXXX or your UTAD userid. For the identifier qualification enter your birthday in the format of MM/DD/YYYY including the slashes and 4-digit year (ex. 01/02/1993).



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## PASSWORD RESET

If you have forgotten your username or password, enter your identification below. Both fields are required. Then press the "Find Account" button.

### UT Identifier

- Your Rocket Id number entered as RXXXXXXXX
- Your UTAD user name

### Identifier Qualification

- Your birth date as MM/DD/YYYY

FIND ACCOUNT

On the left-hand side, enter the answer to the security question you created when you activated your account. If you have forgotten the answer, please contact the IT Helpdesk at 419-530-2400 for assistance.

On the right-hand side, enter your password you would like in both boxes.

When done, click on the Change Password button and your password will be changed.

### Security Question

What was the name of your first pet

### New Password

### Retype New Password

CHANGE PASSWORD

When choosing a new password it must conform to the following guidelines:

- It **MUST** be between 8 and 15 characters in length
- It **MUST** contain at least 1 character from each of the following lists:
  - Uppercase Letters: A-Z
  - Lowercase Letters: a-z
  - Numbers: 0-9
  - Allowed Special Characters ! " \$ % , ( ) \* + - . / ; : = > ? [ \ ] ^ \_ { | } ~



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- 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 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 or your first, last, or middle name

If the new password does not meeting these requirements, you will receive and message indicating that you must enter your security answer and a different password in the boxes provided.

After changing your password, please make sure to log off your machine and then back on for it to take effect. Also make sure to change your password on any mobile devices to ensure that your access remains un-interrupted.