

UIW's Self-Service Password Manager

Welcome to UIW's new self-service Password Manager solution. The password manager will simplify the process of managing your password including resetting a forgotten password and changing your own password.

Upon entering the UIW portal, the password manager will direct you to setup your password manager profile and prompt you to enter your password again.



My Account

Once you enter your password, it will direct you to the **My Account** page where you will setup the password manager profile. The profile setup will use verification methods to ensure it is really you signing in or to reach you if suspicious activity is detected in your account.

My Account

Welcome to UIW's new self-service password manager solution.

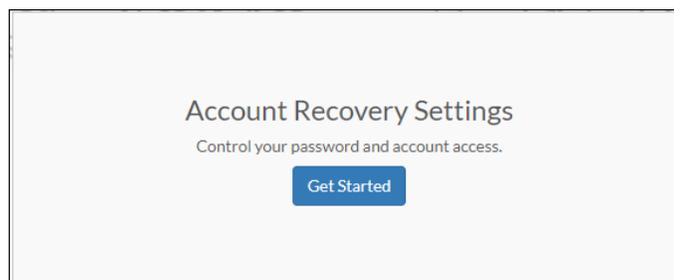
The password manager will simplify the process of managing your password including resetting a forgotten password and changing your own password.

*In **Account Recovery Settings**, complete the **Security Questions** and **Email Recovery** sections. The **Email Recovery** section will use multi-factor authentication (MFA) to provide greater protection in your password management. MFA, also referred to as two-factor authentication (2FA), is a method of system access control in which a user is only granted authorization after successfully providing a second authentication method beyond the basic username/password. UIW will use email as the second authentication method. The email will contain a code (Second Factor) that will be used to complete the setup.*

NOTE: Please enter a non-UIW as the Secondary email

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Please complete the **Security Questions** and **Email Recovery** sections in **Account Recovery Settings** to setup your password manager profile.



Security Questions

In the **Security Questions** section, setup your security questions and answers to recover your password.

TIPS FOR CHOOSING A GOOD SECURITY QUESTION

- Don't pick a question that someone could easily guess or find out the answer to by looking at your resume or social networking profile
- Pick a question with an answer that is easy for you to remember
- Don't write your security question down where someone could find it

My Account

Verification methods can be used to make sure it's really you signing in or to reach you if suspicious activity is detected in your account.

Security Questions

Set up your security questions and answers to recover your password.

[TIPS FOR CHOOSING A GOOD SECURITY QUESTION](#)

<p>Q --Please select a question-- ▼</p> <hr/> <p>A Answer</p> <hr/>	<p>Q --Please select a question-- ▼</p> <hr/> <p>A Answer</p> <hr/>
<p>Q --Please select a question-- ▼</p> <hr/> <p>A Answer</p> <hr/>	<p>Q --Please select a question-- ▼</p> <hr/> <p>A Answer</p> <hr/>

SUBMIT

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Email Recovery

The **Email Recovery** section will use multi-factor authentication (MFA) to provide greater protection in your password management. MFA, also referred to as two-factor authentication (2FA), is a method of system access control in which a user is only granted authorization after successfully providing a second authentication method beyond the basic username/password. UIW will use a personal email as the second authentication method. The personal email will contain a code (Second Factor) used to complete the password manager profile setup or password reset.

NOTE: Please enter a personal (non-UIW) email as the Secondary email

Email Recovery

You can recover your password using your verified email address.

Primary

Verified

✓ mjuarez@uiwtx.edu

Secondary

Email Address

VERIFY

My Applications

[Back to My Account](#)

Enter a personal email and click Verify. An email containing your verification code is sent to your personal email. Please enter the code and submit.

×



EMAIL VERIFICATION

The security code has been sent to
mjuarez@grandecom.net

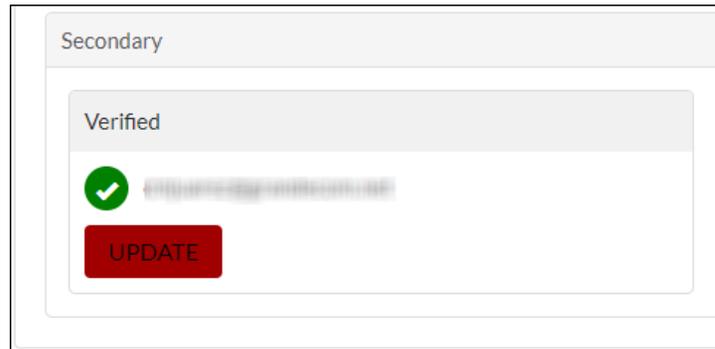
Enter Verification Code

Submit

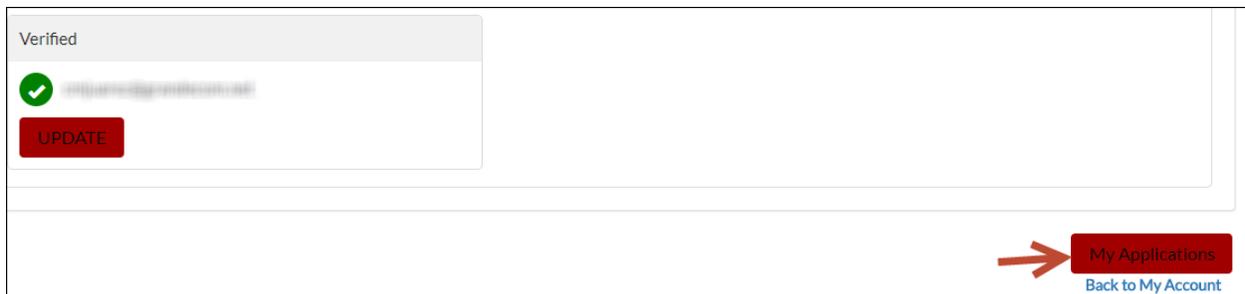
[Resend Security Code](#)

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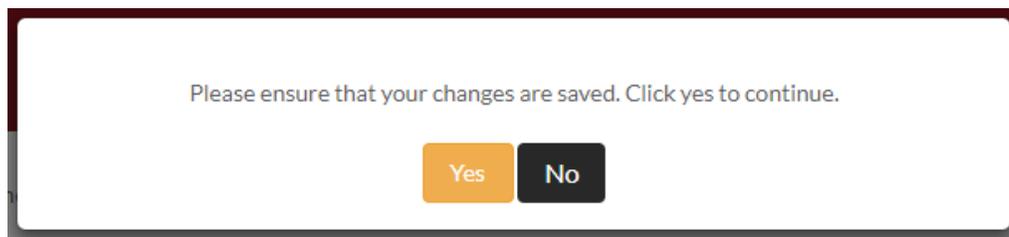
A check mark will verify your personal email is valid.



Once you have completed the password manager profile, please click on My Applications to confirm your changes.



Please click on Yes to logout. Once you have successfully completed the password manager profile you can login to the portal.



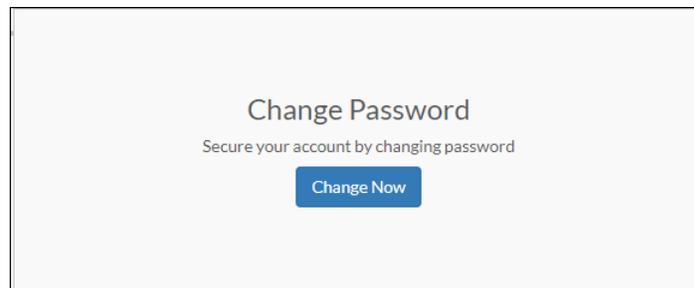
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Change Password

After you have setup your profile, you can change your password within the portal by clicking on the Password Manager tab.



Once you are in **My Account**, please click on the Change Now.



You can change your password using the following minimum standards.

- Not contain any part of the user's account name, PIDM, SSN, or date of birth
- Be at least eight characters in length
- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

