

We invite all to visit our new Password Self Service website to update your Wildcat password to meet our new heightened security requirements. When updating, challenge questions will need to be created allowing you in the future to reset a forgotten or expiring password. Yes that's right; a call to the IT Service Desk will no longer be required to reset your Wildcat password:

- Students
  - eWeber
  - Wildcat Mail
  - Vista WebCT
  - ChiTester
- Employees
  - Novell
  - Vista WebCT
  - Crystal Reports
  - ChiTester

What's on the horizon:

- New Faculty/Staff Portal
- Wildcat and GroupWise passwords become one

**Note\*\* All Windows Users with Internet Explorer or Firefox web browsers should enable Pop-ups for all Weber web sites.**

- [How To allow popups](#)
- [Download or Print PDF Instructions](#)

### **Step 1: Wildcat Password Creation**

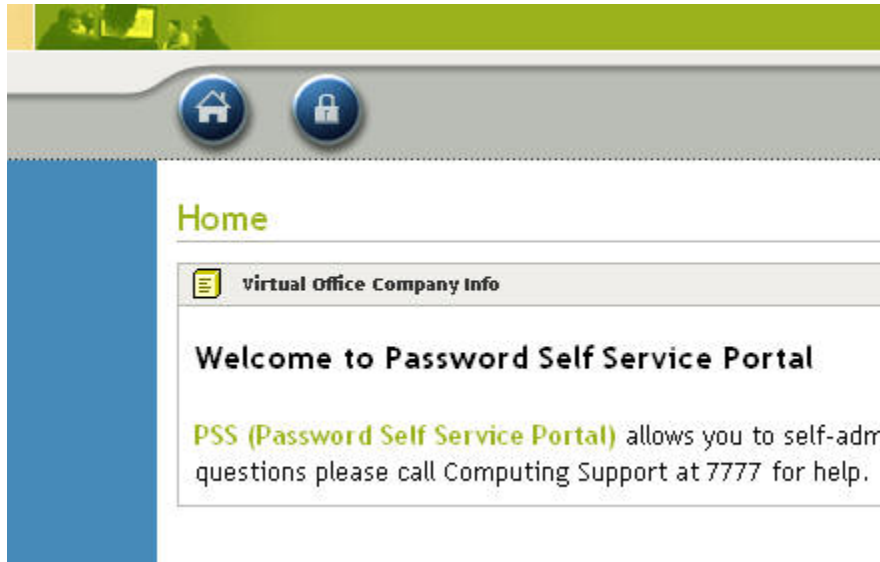
With your current Wildcat ID (GroupWise or Wildcat Mail username) and password login at:

<http://wildcatid.weber.edu/vo>

- If you do NOT know your password, click on the link "Forgot your password?" and follow the instructions.
- If you do NOT know your Wildcat ID call the IT Service Desk at 801-626-7777.

Complete all three areas on the page, beginning at the top and clicking on SUBMIT after EACH SECTION.

- Click on the lock icon at the top of the page



## Area 1) Change your password according to the specified criteria and **Submit**

Universal Change Password

### Change Password

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You can now change your password. Type in your new password twice and make sure the password conforms to the displayed rules.

#### Your password must have the following properties:

- Minimum number of characters in password: 8
- Maximum number of characters in password: 255
- Minimum number of unique characters: 4

#### You may use numbers in your password

- Minimum number of numerals in password: 1

#### The password is case-sensitive

- Minimum number of uppercase characters in password: 1
- Minimum number of lowercase characters in password: 1

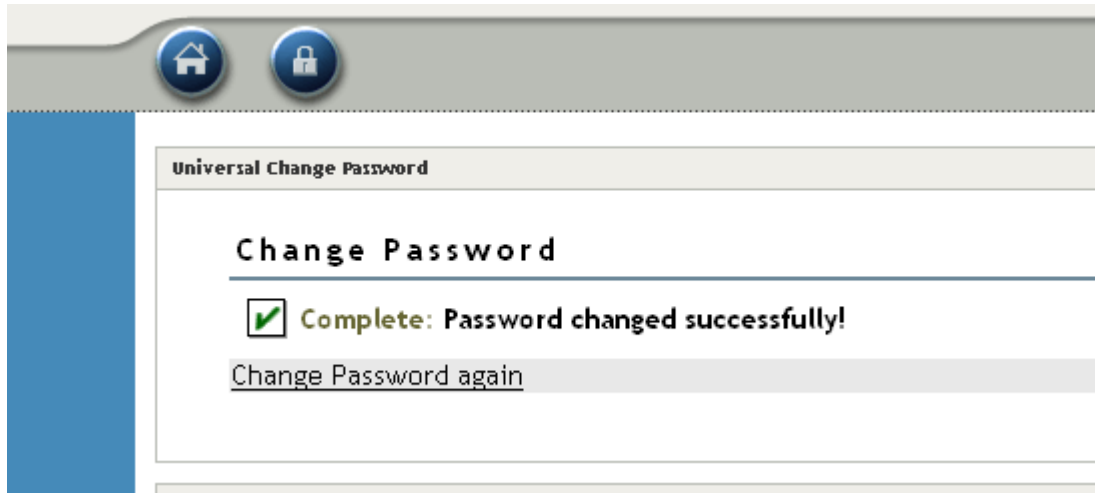
#### The password may use special characters

Old password:

New password:

Retype password:

- Successful change message should display



Area 2) Create a Password Hint and **Submit**

Hint Setup

### Define Password Hint

Please enter a password hint to help you remember your password.

**Create a Password Hint**

<b>Username:</b>	SDOVER
<b>Password Hint:</b>	<input type="text"/>

**Area 3)** Set two challenge questions, one the system provides - and you answer, and the second one you create. Be prepared to create a question that ONLY YOU know the answer to. Something that doesn't change, so you won't forget your answer, and create a question that is unique to you. **Submit.**

**\*\*Note: Be sure to create a Challenge Question where only you know the answer and the answer stays the same.**

**Challenge Response Setup**

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### Answer Challenge Questions

These questions are assigned to your password policy. For all Admin-Defined Questions, provide a response. For all User-Defined Questions, create your own question and provide a response.

**Admin-Defined Questions**

**Challenge Question:** What is your mother's first name?

**Challenge Response:**

**User-Defined Questions**

**Challenge Question:**  ?

**Challenge Response:**

## Step 2: GroupWise password synchronization

Log into GroupWise with your current GroupWise password and change this password to match this newly created Wildcat password.

To change this password,

- Select "Tools" on the GroupWise tool bar
- Select "Options"
- Select the "Security" tab.
- Enter your current(old) GroupWise password and click 'Ok'
- Enter new password twice check the "Single Sign-on" and "No password required with eDirectory" boxes
- Click "OK".

### **Step 3: Workstation Password synchronization** *(Strongly Recommended)*

Synchronize your Workstation password with your new Wildcat password so that you will only have to log in once when you start your computer each day.

- Click **CTRL-ALT-DEL** keys
- select: **Change Password.**
- Highlight the small **computer icon ONLY (not the tree)** - this will allow you to set your workstation password.
- Enter your current password and then the new password twice.
- Once you click OK - this new password will be set for your workstation.

### **Step 4: Verification**

**Go to the following and check to ensure that your new password is working correctly:**

- Log into Vista - if you teach a class to make sure it is successful
- Log into the current Faculty/Staff portal (using your new matching GroupWise password)
- Log into Chi-Tester
- Log into Crystal Reports
- Finally, if all of these recognize your new password, **restart** your computer and log in using your new password.

*If you run into any problems or need a clarification on any step of the process, please call our IT Service Desk at x7777.*

**Thank you for being Pro-Active and Taking Control of your own Password management!**