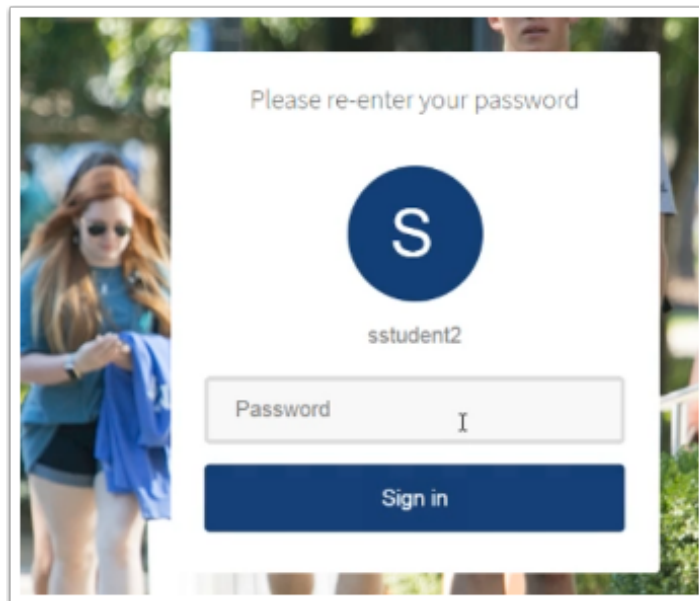## Password Manager Prompt

Go to muw.edu and choose Portal from the menu at the top of the page.
Login with your current username (net id) and password.
After you have logged in, the Password Manager will prompt you to re-enter your password.
After re-entering your password and clicking Sign in, you will be taken to the Account Recovery Settings page of the password manager.
In this section, you assign your Security Questions, Recovery Email, and Recovery Phone number.

Security Questions Section

First, choose two pre-generated security questions from the dropdown boxes and assign them answers.

Account Recovery Settings

Security Questions allows you to provide personal answers that can be used to verify your identity in case you forget your password. The answers should be both easy to remember and difficult to guess.

Email Recovery allows you to specify one email address where you may receive verification codes. If you previously provided the college with a Personal Email address, this address is provided by default. If you prefer another address, enter your preferred address and click Update to complete the email verification process. Do not use your college address (i.e. *.muw.edu).

Phone Recovery (optional) allows you to specify one mobile phone number where you may receive verification codes via text. Enter your 10 digit phone number without formatting (i.e. numbers only), select your carrier and click Verify to complete the phone verification process. Do not include a "1" before your area code.

Security Questions

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

TIPS FOR CHOOSING A GOOD SECURITY QUESTION

Q   --Please select a question--   ▾   Q   --Please select a question--   ▾

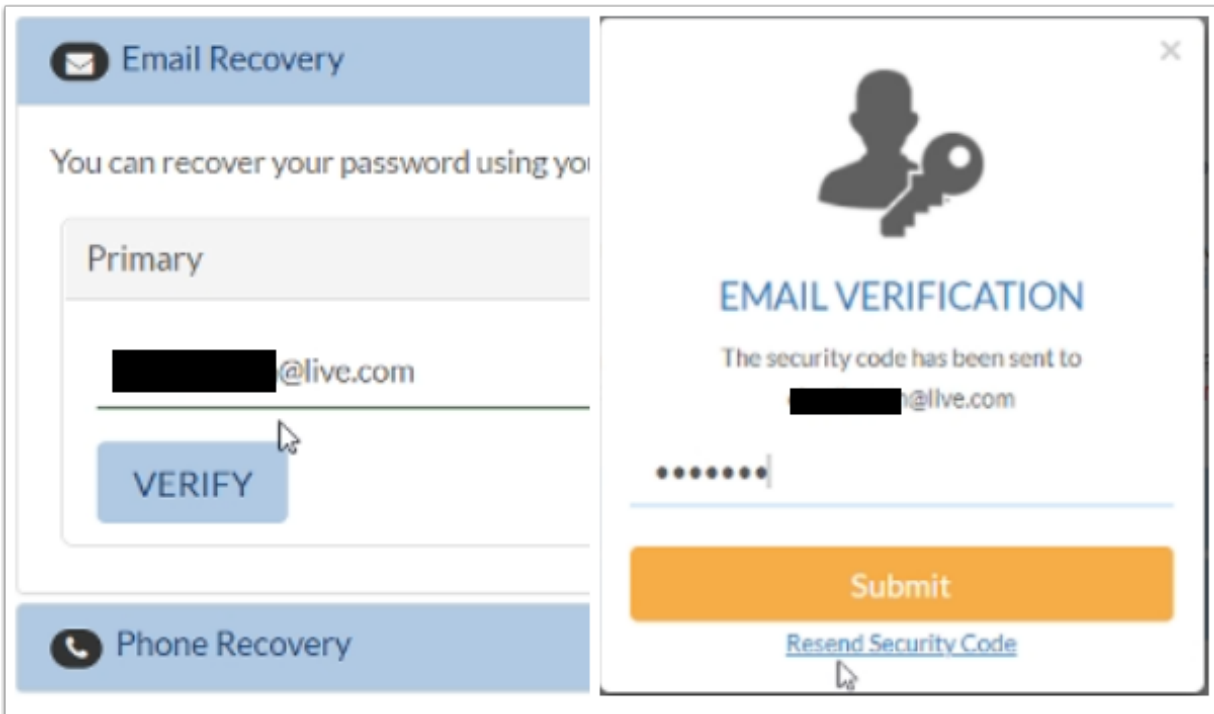A   Answer   A   Answer

SUBMIT

Email Recovery

Phone Recovery

Email Recovery Section

Next, assign a *personal email account* as your recovery email address.
DO NOT use your myapps.muw.edu or muw.edu email account. It will be inaccessable in the event where you need to reset your password.
Type the verification code that was sent to your email address in the popup box and click Submit.

Phone Recovery Section

Next, assign a phone number that can receive text messages as your recovery phone number.
Type the verification code that was sent to your phone in the popup box and click Submit.

Return to the Portal

Finally, click the Back to My Account button to go to the main page of the password manager
Or, click the My Applications button to return to the Portal.
Both buttons are located at the bottom of the Account Recovery Settings page.