

Password Manager New Users

Initial Setup

Go to muw.edu and choose [Portal](#) from the top navigation menu.

On the [Portal page](#), choose "[First Time User](#)" from the text menu below the Login box.

Enter your Net ID into the box. It is usually a combination of your initials and last name.

If you do not know your Net ID, you can go to https://ssb.muw.edu/pls/prod/bwwkmcid.P_GetSSN and look it up.

In the next box, enter your last name.

Finally, in the last box, enter your date of birth. Do not use slashes or dashes. Use the format: mmddyyyy.

Click Submit.

The image displays three sequential screenshots of a web-based initial setup form. Each screenshot is titled "Let's get started!" and includes a close button (X) in the top right corner.

- First Screenshot:** The prompt is "Please enter your Net ID". The input field contains "A sstudent2" with a cursor at the end. A "NEXT" button is located at the bottom right.
- Second Screenshot:** The prompt is "Please enter your Last Name". The input field contains "A student" with a cursor at the end. "BACK" and "NEXT" buttons are located at the bottom.
- Third Screenshot:** The prompt is "Please enter your Date of Birth (mmddyyyy)". The input field contains "A 01012000". "BACK" and "SUBMIT" buttons are located at the bottom.

Password Manager New Users

Change Your Password

The password you choose must meet the Campus' password complexity requirements.

The new password must be at least 8 characters

It may not contain a common word or phrase, such as your name.

You must choose at least *three* of the complexity requirements listed below:

Uppercase characters

Lowercase characters

Numbers

Non alphanumeric characters such as (!@~\$#^&*())

So, for example, 324swtMM or 324swtM@ would work, but 324swtmm would not. It only meets two of the requirements, Uppercase and Lowercase. Whereas, the other two examples meet three of the requirements. **Also, steve123TD would not work because it contains a common word.**

Now, you will see a prompt to create a new password.

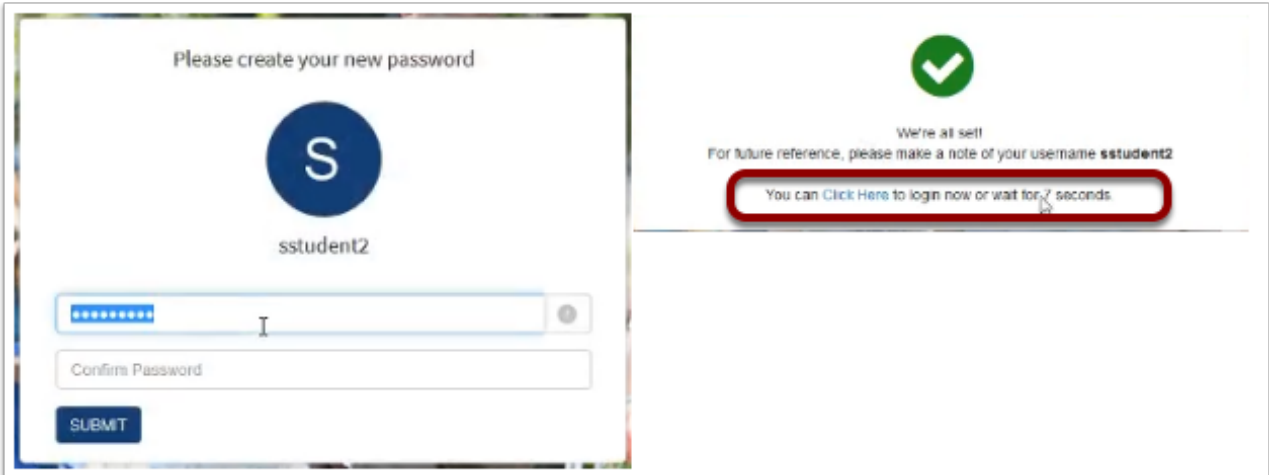
If there are any dots in the top box (like the picture below) then delete them, then enter your new password in both boxes.

Click Submit.

After clicking Submit, you will be logged out and redirected to the Portal login screen after seven seconds.

However, if you click the blue text that says "Click Here" in the popup before the seven seconds runs out, you will be redirected to the Password Manager login screen.

Either way, login with your new password to continue to the next step.



The screenshot displays two side-by-side panels. The left panel, titled "Please create your new password", features a blue circular icon with a white 'S' and the username "sstudent2" below it. It contains two password input fields: the top one is filled with dots and has a cursor, and the bottom one is labeled "Confirm Password". A blue "SUBMIT" button is at the bottom. The right panel shows a green checkmark icon, the text "We're all set!", and "For future reference, please make a note of your username sstudent2". A red-bordered box highlights a link that says "You can Click Here to login now or wait for 7 seconds".

Setup Your Security Questions

After you login to the Password Manager, you will be redirected to the Account Recovery Settings page of the Password Manager.

First, choose two pre-generated security questions from the dropdown boxes and assign them answers. Now, click the Submit button before moving on.

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--

AAnswer

Q--Please select a question--

AAnswer

SUBMIT

Email Recovery

Phone Recovery

Password Manager New Users

Setup Your Recovery Email

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 inaccessible 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.

The screenshot displays the 'Email Recovery' section of the Password Manager setup. On the left, a blue header bar contains an envelope icon and the text 'Email Recovery'. Below this, a message states 'You can recover your password using your'. A 'Primary' email address is listed as [redacted]@live.com. A blue 'VERIFY' button is positioned below the email address. At the bottom of this section is a blue bar with a phone icon and the text 'Phone Recovery'. On the right, a white 'EMAIL VERIFICATION' popup is shown. It features a silhouette of a person with a key icon. The text inside the popup reads 'EMAIL VERIFICATION', 'The security code has been sent to [redacted]@live.com', and a series of seven dots for the security code. Below the dots is a large orange 'Submit' button and a blue link that says 'Resend Security Code'.

Setup Your Recovery Phone Number

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.

Phone Recovery


You can recover your password using

Primary

662251

C Spire

VERIFY



PHONE VERIFICATION

The security code has been sent to 662251

.....

SUBMIT

[Resend Security Code](#)

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. You will be redirected to the portal screen, where you login with your new password.

