## Intial 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.

## 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.**
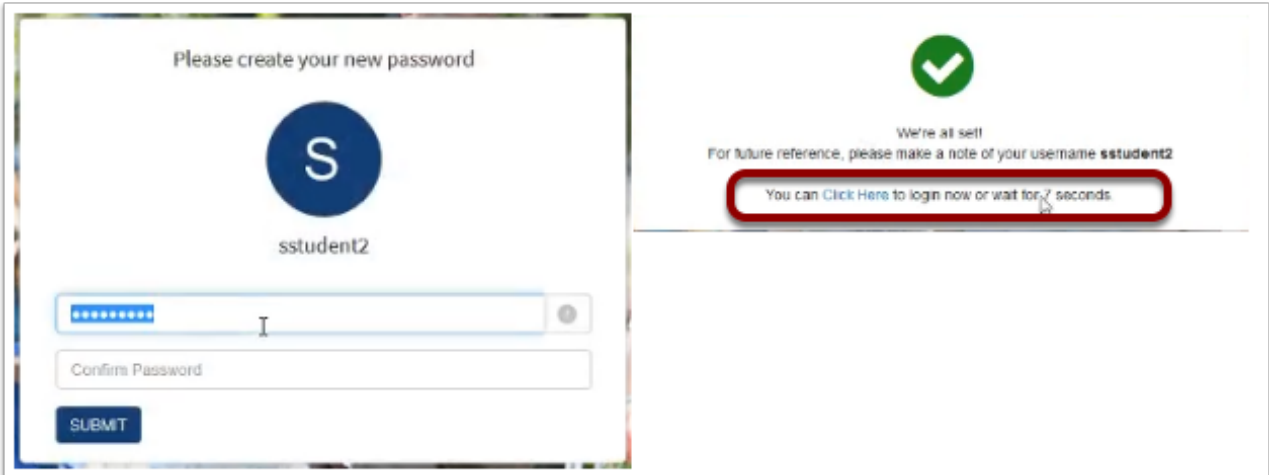
Now, you will see a prompt to create a new password.
If there are any dots in the top box (like the picture below) then delete them, then enter your new password in both boxes.
Click Submit.

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.

## 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.

## 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.

## 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.

## 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.