



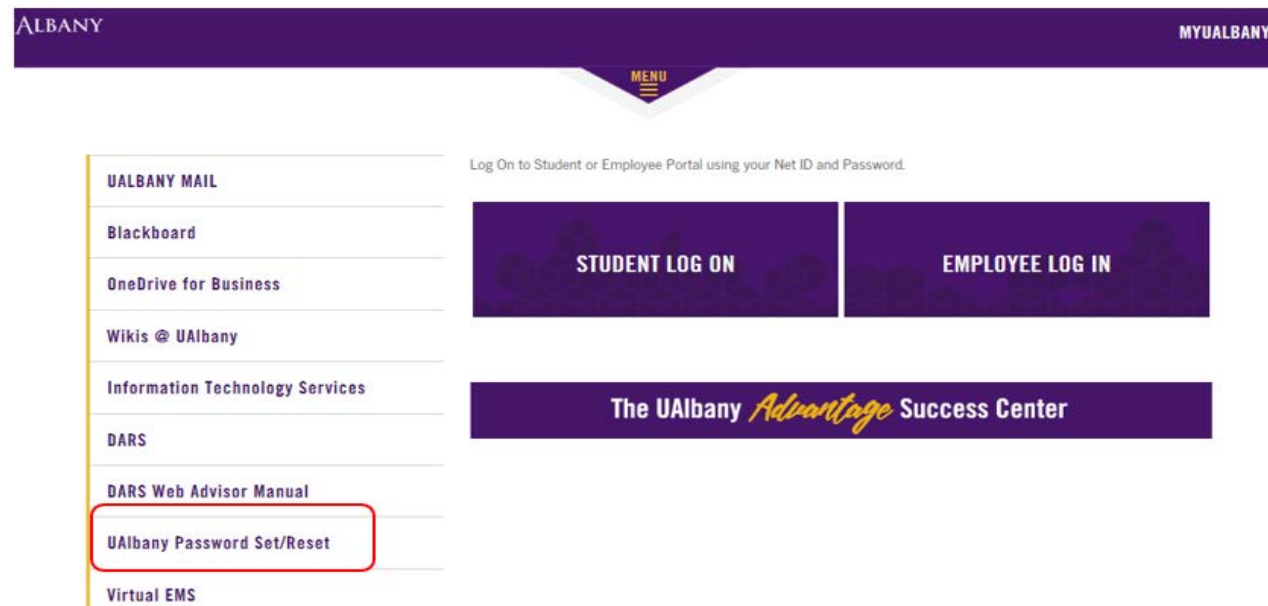
UNIVERSITY<sup>AT</sup>ALBANY  
State University of New York

# Activate your UAlbany User Name and Password

**SET A PASSWORD AND OBTAIN YOUR NETID**

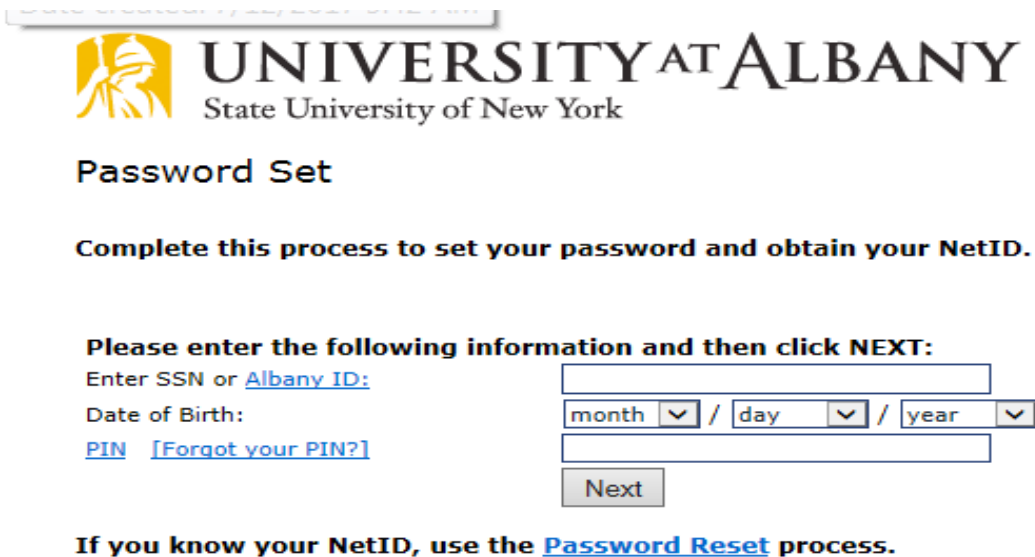
# ACCESS THE PASSWORD SET/RESET LINK

- ▶ Go to the MyUALbany Welcome page (<http://www.albany.edu/myualbany>) and click the **UALbany Password Set/Reset** link located under Quick Links.



# REQUIRED INFORMATION

- ▶ Enter your **SSN** or AlbanyID, **Date of Birth** and **PIN** on the Password Set screen (refer to the Forgot your Pin section below if you do not have your PIN number). Click **Next** when you are done.



The screenshot shows the 'Password Set' screen of the University at Albany. At the top is the university's logo and name. Below the title, a message states: 'Complete this process to set your password and obtain your NetID.' The main section is titled 'Please enter the following information and then click NEXT:'. It contains three input fields: 'Enter SSN or Albany ID:' with a text box, 'Date of Birth:' with three dropdown menus for month, day, and year, and 'PIN' with a text box and a link '[Forgot your PIN?]'.

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**Password Set**

Complete this process to set your password and obtain your NetID.

**Please enter the following information and then click NEXT:**

Enter SSN or [Albany ID](#):

Date of Birth:  /  /

[PIN](#) [\[Forgot your PIN?\]](#)

If you know your NetID, use the [Password Reset](#) process.

Note: if you don't know your PIN number, call the ITS Service Desk at (518) 442-3700 x1 to request it.

# SECURITY QUESTIONS

- ▶ Select and answer a security question. Then create and answer a second security question. Click **Next** when you are done.



## Security Questions

Should you forget your password or want to change it in the future, you will be asked to answer the two security questions you setup below. One question is selected from the list and the other you will create.

1. Please select one security question from the list
2. Enter and confirm the answer
3. Create a security question with an answer only known by you
4. Enter and confirm the answer

**Please enter the following information and then click NEXT:**

Select a security question:	<input type="text" value="Select a question"/>
Enter the Answer:	<input type="text"/>
Retype the Answer:	<input type="text"/>
Create a security question:	<input type="text"/>
Enter the Answer:	<input type="text"/>
Retype the Answer:	<input type="text"/>
<input type="checkbox"/> Show Answers	
<input type="button" value="Next"/>	



# CREATE YOUR COMPLEX PASSWORD

- ▶ Create a password that complies with the Complex Password Rules (rules are on the following slide).



## Set/Reset Password

### Create Your Complex Password

Enter Password:

Retype Password:

Show password ☐

Next

# COMPLEX PASSWORD RULES

- ▶ **Complex Password Rules:**
- ▶ Your password **MUST** be at least 12 characters but no longer than 16 characters.
- ▶ Your password **MUST** contain at least one character from each of the following categories
  - lowercase letter (a, b, c ... through z)
  - uppercase letter (A, B, C ... through Z)
  - number (0, 1, 2 ... through 9)
  - special symbol ( ~ ` ! @ # \$ % ^ & \* - = + ( ) [ ] { } | \ : ; ' " , < . > / ? )
- ▶ The password **CANNOT** contain
  - your first name, last name or any part of your name
  - your NetID
  - any part of your email address (i.e jsmith@albany.edu)
  - the special symbol { as the first character
  - any spaces or accented letters
- ▶ The password should not contain any personal information such as your birthday or phone number.
- ▶ To help prevent unauthorized access to your account, your UAAlbany password should be unique.
- ▶ Passwords are case-sensitive. How you enter your chosen password above is how you must enter it for the login process.

# NETID CONFIRMATION

- ▶ A confirmation message will display your NetID and confirm that your password is set for the system(s) you can access using your NetID and password.

Use this [link](#) to contact the ITS Service Desk or call them at (518) 442-3700 x1 if you do not receive a confirmation screen.