



Setting Your UNIX Password @ UAlbany to Access Coeus

Many faculty and staff at UAlbany never need, nor use their UNIX passwords. As Coeus users, our NetIDs and UNIX passwords are the instruments used to validate our identity and grant access to research proposal data from our campus.

To set, or reset your UNIX passwords, follow these steps:

1. Go to the UAlbany IT main webpage (<http://www.albany.edu/its>) and select Reset Password.

The screenshot shows the University at Albany Information Technology Services homepage. The navigation menu on the left includes 'Faculty/Staff', 'Students', and 'Guests'. Under 'Faculty/Staff', there are links for 'as:IT', 'get HELP', 'set Reset PASSWORD' (circled in red), and 'Systems Status/Maintenance'. The main content area features a search bar, 'ITS News', 'Forms', 'Fraudulent Emails', and 'ITS Staff' links. A 'Quick Logins' sidebar on the right lists services like UAlbany mail, WebMail, Blackboard, and UAlbany.

2. On the Password Set/Reset screen, answer the security questions. Then the system will allow you to access and change your passwords.



Password Set/Reset

Use this form to set or reset your ITS network password(s) and to obtain your NetID.

[Already know your Security Questions? \[What's this?\]](#)

Please enter the following information and then click NEXT:

Enter either SSN or Albany ID:

Date Of Birth (month/day/year): / /

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

3. If you have been in the system before and have previously set up your security questions, click on [Already know your Security Questions?](#) which will bring you to this screen where you must enter your NetID and your SSN or Albany ID. When completed, click Next.

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Forgot Your Password?

If you know your PIN, you can also reset your passwords using the [Password Set/Reset process](#).

If you created your security questions, you can use this form to set/reset password(s). Otherwise, use your PIN to complete the [Password Set/Reset process](#).

NetID:

Enter either SSN or Albany ID:

This screen will appear with your Security Questions that must be answered to move to the next screen.

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Please answer your security questions and then click NEXT.

WHAT IS YOUR CITY OF BIRTH?

DOGS NAME

4. If you do not have any security questions set up, enter your SSN or Albany ID, Date of Birth, and PIN before moving to the next screen. If you cannot remember your PIN, you will have to call the ITS helpdesk at 2-3700 to get it.

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Password Set/Reset

Use this form to set or reset your ITS network password(s) and to obtain your NetID.

[Already know your Security Questions? \[What's this?\]](#)

Please enter the following information and then click NEXT:

Enter either SSN or Albany ID:

Date Of Birth (month/day/year): month / day / year

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

5. Once the above steps have been completed, you will be taken to this screen where you will set up your password.



Set/Reset Password

Create Your [Complex](#) Password

Enter Password:

Retype Password:

Complex Password Rules

1. Your password must be at least 8 characters long and must contain at least one upper case letter, one number, and one special character within the first 8 characters. There is a maximum of 14 characters. (A good example is U82taco\$)
2. The password may not contain the user's first name, last name, or NetID.
3. It may not contain spaces or the special characters & { ~ " ' . < _ .
4. Passwords are case-sensitive. How you enter your chosen password above is the way you must enter it for the login process. You cannot reset password to any of the previously used 10 passwords.

[\[back to create complex password\]](#)

Password Confirmation



Set/Reset Password Confirmation

Password set status for NetID: [REDACTED] for the following systems

- The password for your Windows Network account has been set/reset.
- The password for your MyUAlbany/IAS and UNIX Systems account has been set/reset.

You may change your account security options in MyUAlbany.

Please keep your password information secure. Keep your PIN in a safe place, and never disclose it to anyone.

You may now use your NetID and password to login to IT services.

[Go to the ITS website and login](#)

Password Email Confirmation

Password Set/Reset Notification

This message is sent as notification of your password being set/reset. Below is a status of the actions taken on your accounts:

- The password for your MyUAlbany/IAS and UNIX Systems account has been set/reset.
- The password for your Windows Network account has been set/reset.

If you did not take this action on your accounts, then you should immediately change your password(s). If you have any questions please contact the ITS HelpDesk at 518.442.3700.