Activate your UAlbany User Name and Password

SET A PASSWORD AND OBTAIN YOUR NETID
Go to the MyUAlbany Welcome page (http://www.albany.edu/myualbany) and click the UAlbany Password Set/Reset link located under Quick Links.
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.

Note: if you don’t know your PIN number, call the ITS Service Desk at (518) 442-3700 x1 to request it.
Select and answer a security question. Then create and answer a second security question. Click Next when you are done.
Create a password that complies with the Complex Password Rules (rules are on the following slide).
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 UAlbany 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.
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.