

# TO CHANGE YOUR UD PASSWORD(S)

The MyCampus portal allows the user a single-signon for campus applications. **IMPORTANT NOTICE AT BOTTOM OF THESE INSTRUCTIONS !!**

## INITIAL PROCEDURE TO ALLOW YOU TO CHANGE YOUR PASSWORD ON THE UD NETWORK :

1. In your web browser, enter <http://mycampus.dbq.edu>. If you are logging in for the first time, you will be directed to answer (3) security questions. **Also, be sure to answer one of the recovery methods.**
2. Once the questions are answered, you will click on SUBMIT and then CONTINUE and then YES.
3. In one location, you will now find MyUD, Campus Portal, Email and UDOline (Moodle).
4. You can now click on any of these apps and you will be logged in already. The email link will prompt you for the password a second time until we get all accounts set up properly.

**YOU MUST BE SURE TO LOGOUT OF EACH APPLICATION AFTER YOU'RE DONE USING IT !!**

## TO CHANGE YOUR PASSWORD:

1. After you have logged into the MyCampus.dbq.edu website, you will see your username in the upper-right corner of the screen.
2. Click on your name and then go into My Account.
3. At the bottom, you will click on **Change Password** and then proceed as directed.
4. You can now logout. You will need to use your new password on your next login.

**Password must be a minimum of 6 characters and contain 3 of the following 4 categories:**

- Uppercase character
- Lowercase character
- Number
- Special character

You cannot use the [previous](#) password

You'll be required to change your password every 180 days.

It is highly recommended that you **NOT** use your name OR UD id# in your new password.

**Changing your password will affect ALL of your UD accounts which includes Email, UDOline, MyUD, network logins and ALL your devices that connect to UD\_WiFi. If you don't change the passwords on your wireless devices, you could be locked out due to invalid passwords trying to automatically access the network.**

**PLEASE SEE THE NEXT PAGE OF THESE INSTRUCTIONS!**

## **Changing your UD\_WiFi passwords on your phone and laptop:**

**AFTER** you have changed your password, you will need to change the UD\_WiFi password on your phone and laptop. Once that is accomplished on your laptop, then ClearPass should come up to have you enter that new password in there also.

**If an iPhone**, then go into Settings/Wifi and then push the blue i on the right of UD\_WiFi. Then select Forget this Network. You can now select UD\_WiFi and it will force you to enter in your username and new password.

**If an android phone**, then go into Settings/Wifi (or connections) and then hold your finger down on UD\_WiFi, select Forget Network. Then select it again and the top option should be PEAP. The Phase (2) should be MSCHAPV2, CA Certificate should be Do Not Validate or Do Not Check, then Identity (your username) and then the new password. Anonymous Identity does not get filled in. Some Android phones may not have a Phase 2 Authentication, but could be hidden in Advanced Settings.

### **ON YOUR PC LAPTOP:**

Click on the wifi symbol in the lower right system tray. Right-click on the UD\_WiFi connection and click on Forget. Then select the UD\_WiFi connection again and log in using your new password. Once connected, the Clearpass should come up and want you to enter the new password also.

### **ON YOUR MAC LAPTOP:**

Click on the wifi symbol at the top. Click on Open Network Preferences..., now near the bottom click on Advanced.... Find the UD\_WiFi in the list/click on it once and then click on the – (minus sign) below the list. Close that box and then select UD-WiFi again and it will force you to put in the username and new password. Click on apply and then close. Once connected, the Clearpass should come up and want you to enter the new password also.

### **ON YOUR CHROMEBOOK:**

Use the same instruction as for the android phone (above).

If you have any questions, please contact the HelpDesk at 563-589-3737.