Obtaining/Resetting Username or Password.
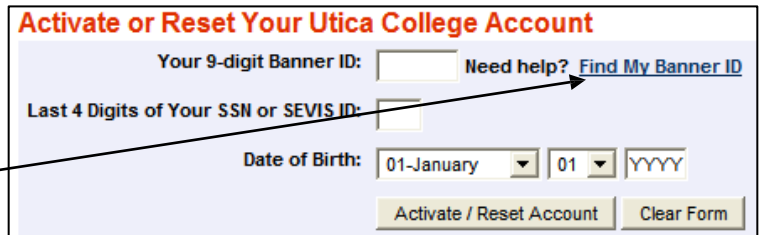
Step 1) Open any web browser. (ex. Internet Explorer or Firefox.)

Step 2) Type **http://password.utica.edu** in the address bar and press Enter or hit the Go button.

Step 3) Read the information about your account and password. Click the Continue button.

Activate or Reset Your Utica College Account

Your 9-digit Banner ID: [____] Need help? Find My Banner ID

Last 4 Digits of Your SSN or SEVIS ID: [____]

Date of Birth: [01-January ▼] [01 ▼] [YYYY]

[Activate / Reset Account] [Clear Form]

Step 4) Click on the <u>Find My ID</u> link if you do not know what your ID number is. Or enter the necessary information and skip to Step 5.

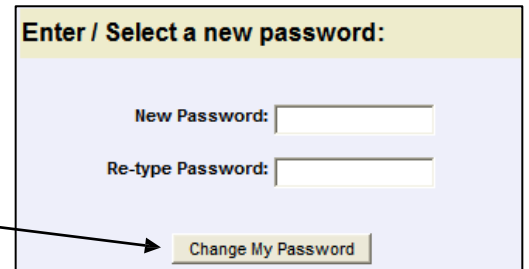   **Step 4a**) Fill out the fields as specified in the "Find My Banner ID " window.

       Step 4b) Click the **Find My ID** button.

Find My Banner ID

Social Security Number: [__] - [__] - [____] XXX - XX - XXXX
- or -
SEVIS ID: [____]

Your Last Name: [_____]

Your Date of Birth: [01-January ▼] [01 ▼] [YYYY]

[Find My ID] [Clear Form] [Close]

Step 5) Your username(s) will be listed on the left, write these down if you do not know them.

Enter / Select a new password:

New Password: [_____]

Re-type Password: [_____]

[Change My Password]

Step 6) On the right side, type in a password twice. If your choosen password does not meet the security requirements a warning will pop up. Change the password and try again.

When you have typed in your password twice with no warnings click the Change My Password button.

Step 7) The Password Change Results page will confirm the new password. Print or write down your password but be sure to keep it in a secure location and do not write your username on the same paper. You will also receive an email confirmation of the new password.

If the Results page reads "NOT CHANGED", you will need to go back and try another password because it had already been used.

Step 8) Press the Clear Screen button at the bottom of the results page to prevent anyone else from viewing your password.

> This site is the only way to reset your passwords if you have forgotten them or need to obtain them the first time.

Email: *http://utica.edu/google*
UC Website: *http://www.utica.edu*
Password Reset: *http://password.utica.edu*
Help Desk   *http://helpdesk.utica.edu*

If you have any problems resetting your passwords, you can visit the Help Desk in the basement of the Library, call (315)792-3115, or email helpdesk@utica.edu