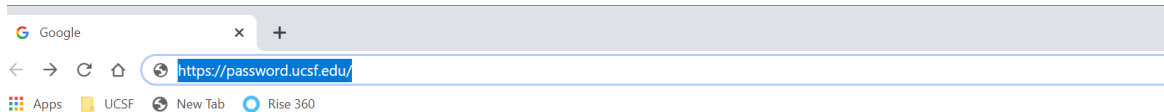


Log-in and Password Instructions

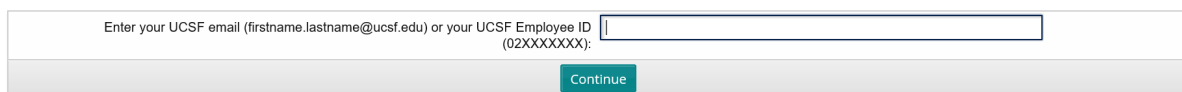
To log-in for the first time, you will need to reset your password on a computer or smart phone.

1. Open an Internet browser (Google Chrome preferred) and enter:
<https://password.ucsf.edu/>



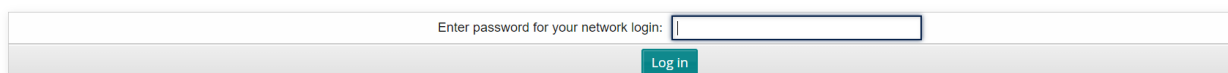
2. Press enter.
3. Enter your UCSF email.

UCSF Password Management Tool: Login

A screenshot of the UCSF Password Management Tool login form. The form has a header "UCSF Password Management Tool: Login". Below the header is a text input field with the placeholder text "Enter your UCSF email (firstname.lastname@ucsf.edu) or your UCSF Employee ID (02XXXXXXX):". To the right of the input field is a "Continue" button.

4. Press continue.
5. Enter your password. Note: Your temporary password is **Uc\$prideMMDD** (MMDD are the month and day of your birthday). For example, if your birthday is June 7th, then your temporary password will be Uc\$pride0607).

Log in

A screenshot of the "Log in" form. The form has a header "Log in". Below the header is a text input field with the placeholder text "Enter password for your network login:". To the right of the input field is a "Log in" button.

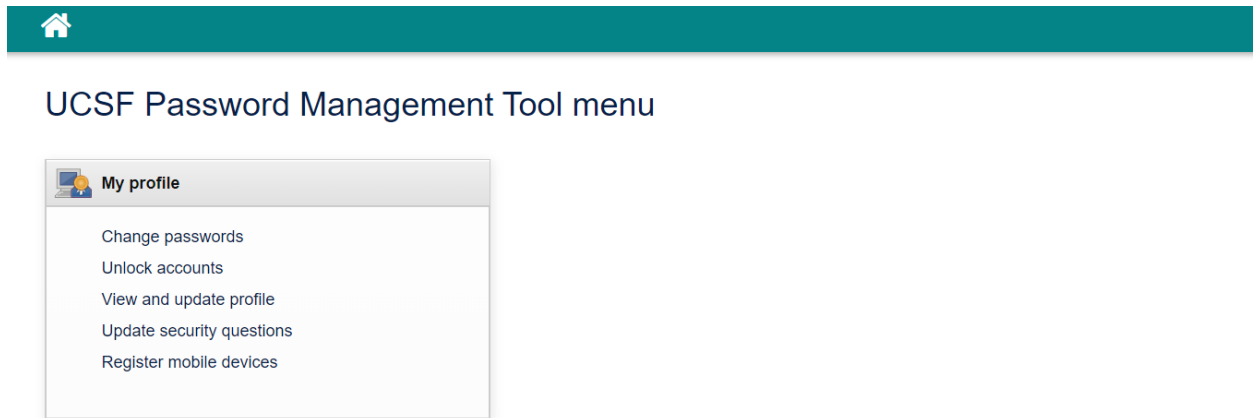
6. **If your password is accepted**, please go to #7.

If it says that your password is incorrect, please try again.

- If it says that your password is incorrect a 2nd time, the system will lock your account and you will need to call **IT Support (415) 514-4100** to reset your temporary password.

7. The system will ask you to create multiple security questions. Create questions and provide answers.

8. After you complete #7, you will see the following box. Select “Change Password”.



9. Enter a password.

The image shows a screenshot of a password change form. At the top, it says 'The password must be different from all other account passwords and...'. Below that, it says 'The password must:' followed by a bulleted list of requirements: 'have at least 15 characters', 'contain elements from three of the four following types of characters: Upper case letters, Lower case letters, Digits, Punctuation marks or other symbols', and 'not contain your user name or any part of your full name'. There are two input fields: 'New password: *' and 'Confirm: *'. A teal button labeled 'Change passwords' is at the bottom.

Note: Once the network password has been reset, it may take **a couple of hours** for the system to refresh. This network password will allow users to access *UC Learning/INEx Connect/Windows/APeX/Voalte*.