

Single Sign On – To change your password

UNIVERSITY OF THE WEST OF SCOTLAND
UWS

REPORT A PROBLEM SELF SERVICE PASSWORD

- Open a browser and go to <https://passwordmanager.uws.ac.uk>

SINGLE SIGN ON IS LIVE!

Its single sign on day! Please remember to use your new password to log in.

This will give you straight through access to:

- UWS PC's
- WiFi
- Moodle
- Password Recovery Manager

We will be adding more systems to this over time, to improve your login experience.

Click **UWS PASSWORD MANAGER**

UWS PASSWORD MANAGER

An *Oracle Identity Self Service* window will open

- Click **My Information**

ORACLE Identity Self Service

Home

My Information
Manage your profile, passwords and challenge questions

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A *My Information* tab will open

Basic User Information

Alternate Mail

Mobile

First Name Karen

Middle Name

Last Name McGowan

Telephone

Locale

Timezone

In the **Basic User Information** section, it is recommended that you enter an **Alternate Mail** and/or **Mobile** number to make it easier to recover your password in future

If you have already added an alternate email and mobile number in Banner, these fields will be populated – check that the information is correct

Single Sign On – To change your password

- Click the arrow to expand the **Change Password** section if required



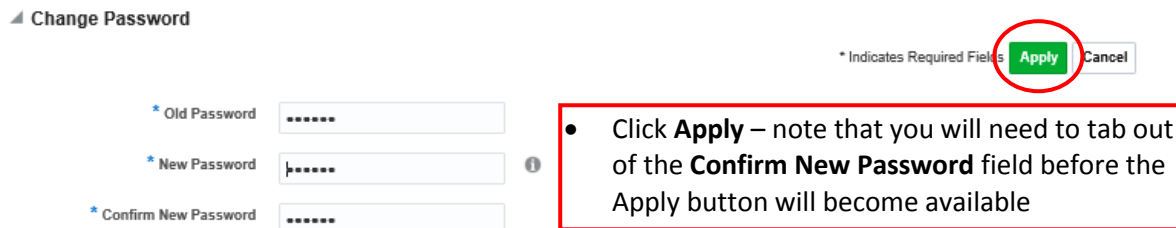
* Indicates Required Fields Apply Cancel

* Old Password

* New Password

* Confirm New Password

- Enter your **current** password in the **Old Password** field then enter your 'new' password twice



* Indicates Required Fields Apply Cancel

* Old Password

* New Password

* Confirm New Password

- Click **Apply** – note that you will need to tab out of the **Confirm New Password** field before the Apply button will become available

- Close the Self Service Password window
- Go to <http://myday.uws.ac.uk> – log in with your **full UWS email address** and **new password**

You can change your password on or off campus at <https://passwordmanager.uws.ac.uk> – it is recommended that you bookmark this page

Note : you should no longer change your password via Office 365 otherwise it will not sync with other University systems such as Moodle