

# COMPUTER ACCESS INSTRUCTIONS

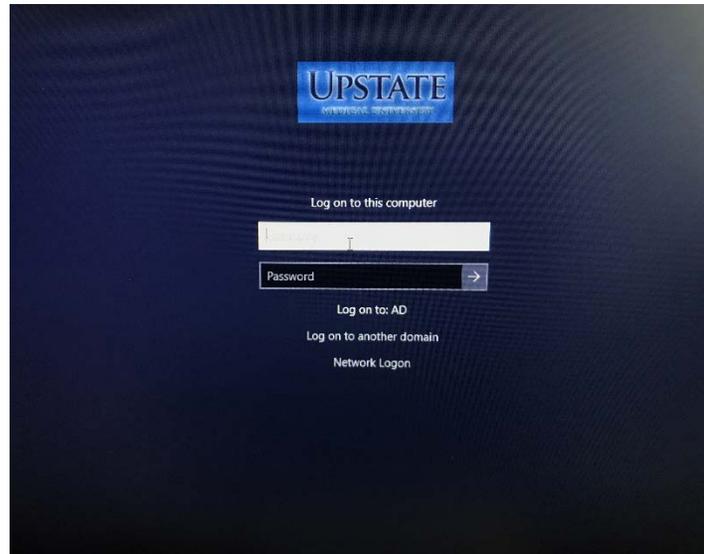
You must create your universal login prior to any other computer task

This MUST be done on an Upstate computer

Questions or Problems? Call the IMT Help Desk: 315-464-4115

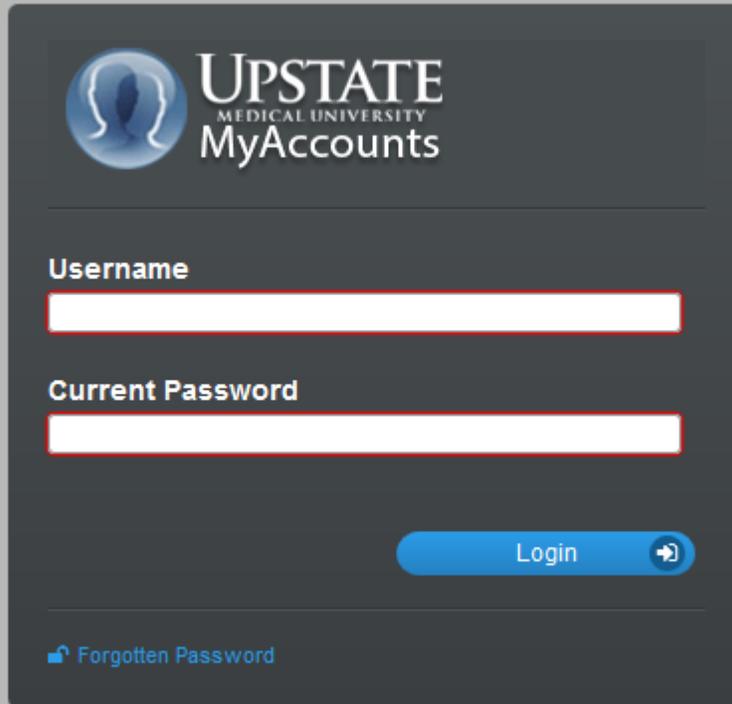
## I. Step #1: Logging onto an Upstate computer for the first time.

Your default PASSWORD is **Upstate!** Followed by the last four digits of your ISO number (displayed on your Upstate ID Badge), followed by your four-digit birth year. (For example, Joseph Dokes' initial password would be Upstate!54321950). If HR does not have an actual birth year on record for you, the birth year is defaulted to 1900.



## II. Step #2: Change your password in My Accounts

Open up either Firefox or Chrome web browser and click the My Accounts icon on the iPage. Log in again with the same information as above.



The image shows a login form for UPSTATE MEDICAL UNIVERSITY MyAccounts. At the top left is the logo, which consists of a blue circle containing a white silhouette of a person's head and shoulders. To the right of the logo, the text "UPSTATE MEDICAL UNIVERSITY" is stacked above "MyAccounts". Below the logo and text, there are two input fields: "Username" and "Current Password". Each field is a white rectangle with a red border. Below the "Current Password" field is a blue button with the text "Login" and a white right-pointing arrow icon. At the bottom left of the form is a link that says "Forgotten Password" with a small blue padlock icon to its left.

**After initial login, you must select password security questions for resetting passwords:**

- First 5 questions are used to reset your password without contacting the IMT Help Desk.
- Last 3 questions are used to validate your identity, if you contact the IMT Help Desk to reset your password

**After saving/confirming your security answers, select Change Password on the main menu:**

 <b>Change Password</b>	Change your current password.
 <b>Setup Security Questions</b>	Setup your forgotten password security questions and answers. These secret answers will allow you to recover your password if you forget it.
 <b>My Account</b>	Information about your password and password policies.

I recognize that this password change will change my Network password for the following systems and applications:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Active Directory</li><li>• Back-Office</li><li>• Blackboard</li><li>• Business Objects (BOE)</li><li>• ChartMaxx</li><li>• Citrix</li><li>• Epic</li><li>• Groupwise</li><li>• Novell</li></ul> | <ul style="list-style-type: none"><li>• iPage</li><li>• Lawson</li><li>• PACS</li><li>• QPath</li><li>• Remote Access (VPN)</li><li>• Self-Serve</li><li>• SUNY Mobility (GroupWise)</li><li>• Wireless (WiFi)</li><li>• Workstation</li></ul> |
|---|--|

I understand and agree that by changing my password on these systems I will abide by Upstate Medical University's Privacy and Security Policies and Confidentiality Agreement, which I have signed. As part of this agreement:

I Agree

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 6 characters long.
- Must be no more than 20 characters long.
- Must include at least 1 number.
- Must not repeat any character sequentially more than 2 times.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- New password may not have been used previously.

Please change your password right now.

Please type your new password

New Password

Confirm Password