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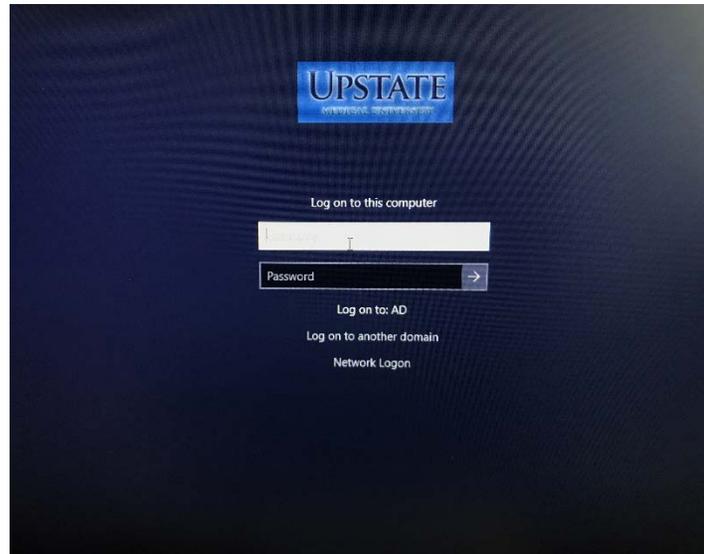
II. Step #2: Change your password in My Accounts

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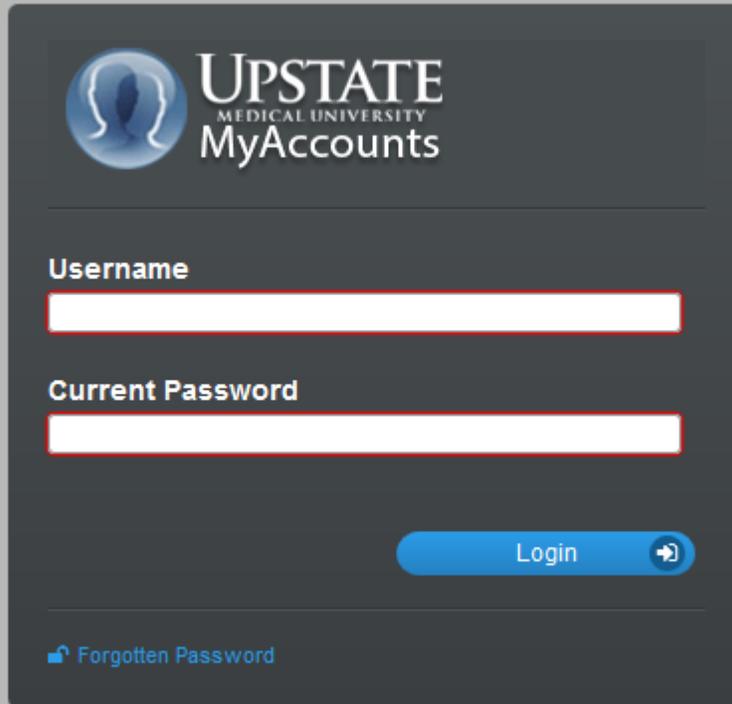
After initial login, you must select password security questions for resetting passwords:

- First 5 questions are used to reset you 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:

Change Password
Self Service Password Reset

UPSTATE
MEDICAL UNIVERSITY
MyAccounts

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

- Active Directory
- Back-Office
- Blackboard
- Business Objects (BOE)
- ChartMaxx
- Citrix
- Epic
- Groupwise
- Novell

- iPage
- Lawson
- PACS
- QPath
- Remote Access (VPN)
- Self-Serve
- SUNY Mobility (GroupWise)
- Wireless (WiFi)
- Workstation

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   [Continue]

[Logout]

Change Password
Self Service Password Reset

UPSTATE
MEDICAL UNIVERSITY
MyAccounts

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

[   ]

[Change Password]   [Clear]   [Show Passwords]   [Cancel]