

myPassword.humber.ca

Quick Reference Guide

Enrolling (first time use)

REQUIREMENTS

NOTE: You must have either:

- a mobile phone with a Canadian provider and be able to receive text messages sent as e-mail
- a personal email address

Information sent by text or email is required to complete some functions.

1. Open a web browser and enter **myPassword.humber.ca**
2. Enter your **Humber username** (e.g. SMITH, N12345678).
3. Click **Continue**.
4. Click **Continue** again to enroll.
5. Enter your **Humber password**.
6. Click **Continue**.
7. **Security Questions and Answers**
 - a. Select a security question for **Question 1** and enter the answer.
 - b. Select a security question for **Question 2** and enter the answer.
 - c. Select a security question for **Question 3** and enter the answer.
 - d. Click **Continue**.
8. **Secondary Verification Method**
 - a. To have texts sent to your mobile phone, select a carrier from the drop down list. To receive email messages, select **Secondary Email Address**.
 - b. Enter your mobile number or email address.
9. Click the **Request Authorization Code** button.
10. Enter the **authorization code** sent to your mobile phone or email.
11. Click **Continue**.
A confirmation page will appear and an email will be sent to the primary email address.
12. Click **Continue** again. The main menu is displayed.

Logging In (subsequent use)

1. Launch your favourite Web browser.
2. Navigate to **myPassword.humber.ca**
3. Enter your Humber **username** (e.g. SMITH, N12345678).
4. Click **Continue**.
5. The main menu is displayed.

Main Menu

Forgot Password

Allows you to reset your password if it was forgotten.

Unlock Account

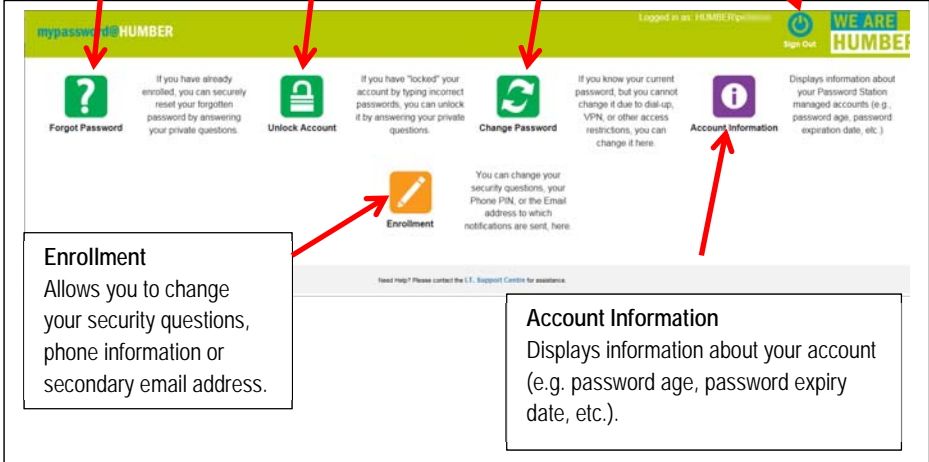
Allows you to unlock your account after entering too many incorrect passwords.

Change Password

Allows you to change your current password.

Sign Out

Used to log out of the password management system.



The screenshot shows the main menu of myPassword.humber.ca. The menu items are:

- Forgot Password**: If you have already enrolled, you can securely reset your forgotten password by answering your private questions.
- Unlock Account**: If you have "locked" your account by typing incorrect passwords, you can unlock it by answering your private questions.
- Change Password**: If you know your current password, but you cannot change it due to dial-up, VPN, or other access restrictions, you can change it here.
- Account Information**: Displays information about your Password Station managed accounts (e.g. password age, password expiration date, etc.).
- Enrollment**: You can change your security questions, your Phone PIN, or the Email address to which notifications are sent, here.
- Sign Out**: Located in the top right corner.

 Red arrows point from the text descriptions above to the corresponding icons on the menu. Two callout boxes provide further details:

- Enrollment**: Allows you to change your security questions, phone information or secondary email address.
- Account Information**: Displays information about your account (e.g. password age, password expiry date, etc.).

Best Practices for Passwords

1. Memorize your password or store it in a secure password application.
2. Use a mix of letters (uppercase and lowercase), numbers, and symbols in each of your passwords.
3. A strong password is eight or more characters in length.
4. Replace your password every 90 days.
5. Never give your password to anyone including support persons, friends, family, and roommates.
6. Do not use the same password to secure more than one account.

Manage Account Options

Forgot Password

Allows you to reset your password if it was forgotten.

1. Click **Forgot Password**.
2. Enter the **authorization code** sent to your phone or secondary email address.
3. Click **Continue**.
4. Answer **security question 1** and click **Continue**.
5. Answer **security question 2** and click **Continue**.
6. Answer **security question 3** and click **Continue**.
7. Enter a **new password** in the New Password field.
8. Re-enter the **new password** in the Confirm field.
9. Click **Continue**.
A confirmation page will appear and a notification will be sent to the primary email address.
10. Click **Continue** to return to the main menu.
11. To logout, click **Sign Out** and **close** your browser.

Unlock Account

Allows you to unlock your account after entering too many incorrect passwords.

1. Click **Unlock Account**.
2. Enter the **authorization code** sent to your phone or secondary email address.
3. Click **Continue**.
4. Answer **security question 1** and click **Continue**.
5. Answer **security question 2** and click **Continue**.
6. Answer **security question 3** and click **Continue**.
A confirmation page will appear and a notification will be sent to the primary email address.
7. Click **Continue** to return to the main menu.
8. To logout, click **Sign Out** and **close** your browser.

Change Password

Allows you to change your password.

1. Click **Change Password**.
2. Enter the **current password** in the Old Password field.
3. Enter the **new password** in the New Password field.
4. Re-enter the **new password** in the Confirm field.
5. Click **Continue**.
A confirmation page will appear and a notification will be sent to the primary email address.
6. Click **Continue** to return to the main menu.
7. To logout, click **Sign Out** and **close** your browser.

Account Information Options

Account Information

Displays information about your account such as password age, password expiry date, etc.

1. Click **Account Information**.
2. Enter the **authorization code** sent to your phone or secondary email address.
3. Click **Continue**.
4. Answer **security question 1** and click **Continue**.
5. Answer **security question 2** and click **Continue**.
6. Answer **security question 3** and click **Continue**.
7. The Account Information is displayed.
8. Click **Continue** to return to the main menu.
9. To logout, click **Sign Out** and **close** your browser.

Enrollment

Allows you to change your security questions, phone or email address.

1. Click **Enrollment**.
Your username is filled in automatically.
2. Enter your **Humber password**.
3. Click **Continue**.
4. To change one or more security questions:
 - a. Select the new question from the drop down list.
 - b. Enter the new answer.
5. Click **Continue**.
6. To change your mobile phone information:
 - a. In the Secondary Verification Method field, select the **carrier**.
 - b. Enter the mobile number.
7. To change your secondary email address:
 - a. In the Secondary Verification Method field, select **Secondary Email Address**.
 - b. Enter the email address.
8. Click **Request Authorization Code**.
9. Enter the **authorization code** sent to your phone or secondary email address.
10. Click **Continue**. A notification will be sent to the primary email address.
11. Click **Continue** to return to the main menu.
12. To logout, click **Sign Out** and **close** your browser.