

Password Management

Quick Reference Guide

Logging In

1. Open a web browser and enter **myPassword.humber.ca**
2. Press **Enter**.
3. Enter your **Humber username**. (e.g. SMITH, N12345678).
4. Click **Continue**.
5. The main menu is displayed.

Note: If this is your first time logging in, you must enroll to use this service. Follow the instructions under **Enroll to Use Password Station**.

REQUIREMENTS

You must have a mobile phone to receive text messages from the Password Management service.

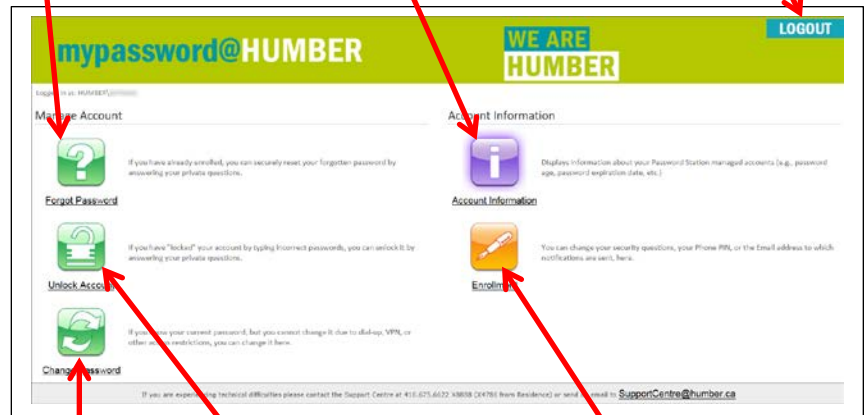
Information in the text message is required to complete some functions.

Main Menu

Forgot Password
Allows you to reset your password if it was forgotten.

Account Information
Displays information about your account (e.g. password age, password expiry date, etc.).

Logout
Used to log out of the password management system.



Change Password
Allows you to change your password.

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

Enrollment
Allows you to change your security questions.

Enroll to Use Password Station (after first login only)

1. Click **Continue**.
2. Enter your password.
3. Click **Continue**.
4. Select three (3) security questions from the drop down lists and enter the answers.
5. Click **Continue**. Your primary email address is displayed.
6. Enter your **mobile number**.
7. Select the **country** for the mobile number.
8. Select the **carrier** for the mobile number.
9. Click **Send**.
10. Enter the **authorization code** sent to your mobile phone.
11. Click **Continue**.
12. Click **Continue** again to return to the main menu.
An email notification will be sent to the address on file.
13. To logout, click **Logout** and **close** your browser.

Manage Account Options

Forgot Password

Allows you to reset your password if it was forgotten.

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

Unlock Account

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

1. Click **Unlock Account**.
2. Wait for a text message.
3. Enter the **authorization code** sent to your phone.
4. Click **Continue**.
5. Answer **security question 1** and click **Continue**.
6. Answer **security question 2** and click **Continue**.
7. Answer **security question 3** and click **Continue**.
A confirmation page will appear and an email notification will be sent to the address on file.
8. Click **Continue** to return to the main menu.
9. To logout, click **Logout** 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 an email notification will be sent to the address on file.
6. Click **Continue** to return to the main menu.
7. To logout, click **Logout** 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. Wait for a text message.
3. Enter the **authorization code** sent to your phone.
4. Click **Continue**.
5. Answer **security question 1** and click **Continue**.
6. Answer **security question 2** and click **Continue**.
7. Answer **security question 3** and click **Continue**.
8. The Account Information is displayed.
9. Click **Continue** to return to the main menu.
10. To logout, click **Logout** and **close** your browser.

Enrollment

Allows you to change your security questions.

Click **Enrollment**.

Your username is filled in automatically.

1. Enter your **password**.
2. Click **Continue**.
3. To change one or more security questions:
 - a. Select the new question from the drop down list.
 - b. Enter the new answer.
4. Click **Continue**.
5. To change your mobile number:
 - a. Enter the new number, country and carrier.
 - b. Click **Send**.
 - c. Enter the **authorization code** sent to your phone.
6. Click **Continue**.
An email notification will be sent to the address on file.
7. Click **Continue** to return to the main menu.
8. To logout, click **Logout** and **close** your browser.

Best Practices for Passwords

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