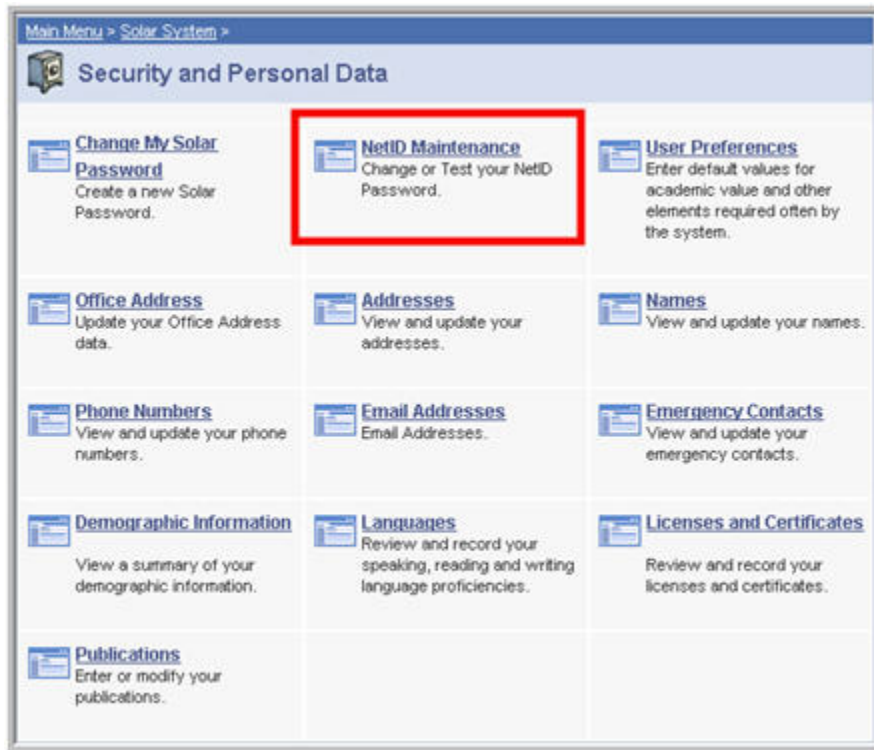


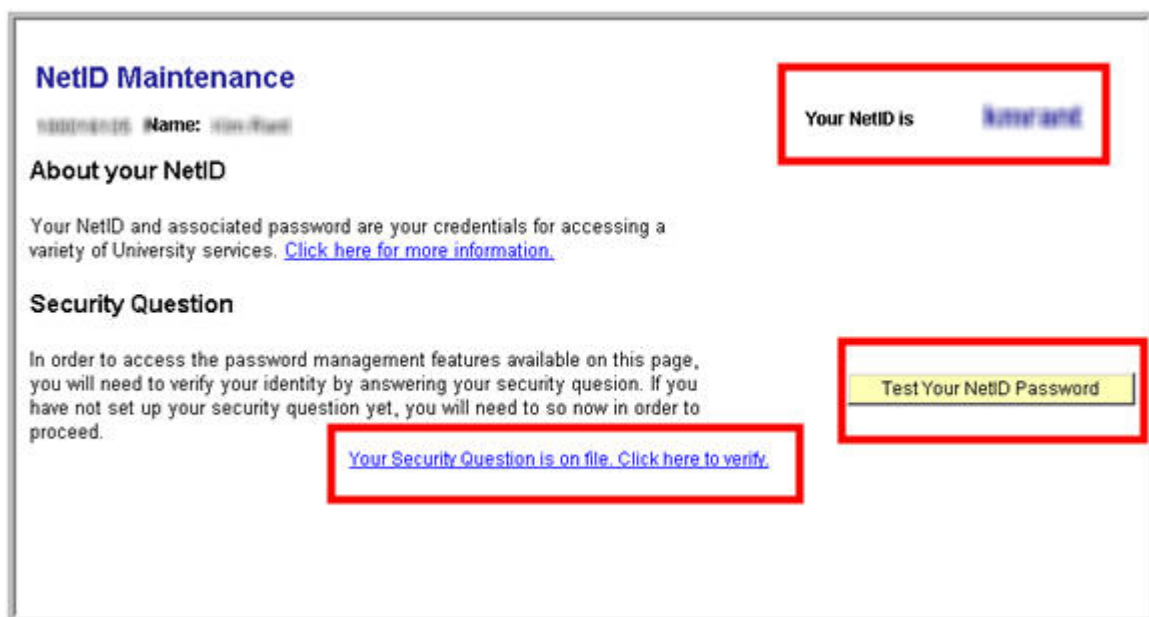
View Your NetID and Test/Change Your NetID Password

Log in to the [SOLAR](#) system and click "Security and Personal Data."

Then click **NetID Maintenance**.

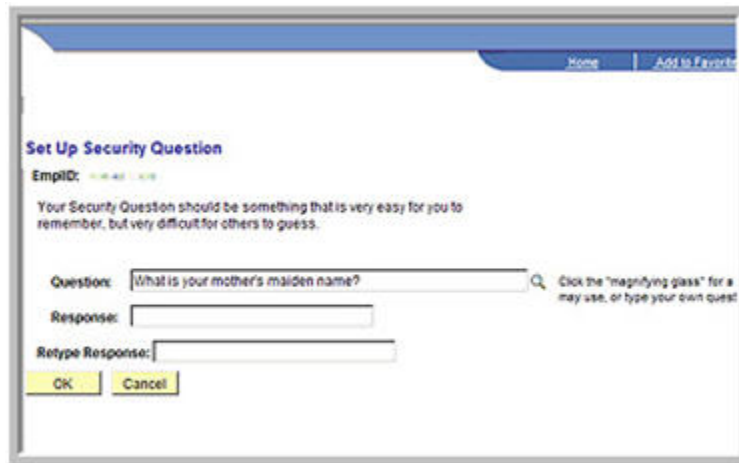


This page displays your **NetID**.



Set Up Your Security Question

The first time you visit this page you will see the "**Click Here to Set Up Your Security Question**" link. Click this link to set up your security question and response. This is required in order to change your NetID password.



The screenshot shows a web browser window with a blue header bar containing "Home" and "Add to Favorites" links. The main content area is titled "Set Up Security Question" and includes a sub-header "EmpID: 114-401-410". Below this, a message states: "Your Security Question should be something that is very easy for you to remember, but very difficult for others to guess." The form contains three input fields: "Question:" with the text "What is your mother's maiden name?", "Response:", and "Retype Response:". A magnifying glass icon is positioned to the right of the "Question:" field with the text "Click the 'magnifying glass' for a may use, or type your own quest". At the bottom of the form are two buttons: "OK" and "Cancel".

You can either click the magnifying glass and select from a list of standard questions or you can enter your own question by typing it directly in the **Question** field. Then, type your response in both fields and click **OK** (do not worry about the change to upper case). Please make sure that your security question is easy to remember and answer but difficult for others to know. Now you can change your NetID password.

Change Your NetID Password

Whenever you want to change your password you will need to verify your identity by answering your security question. You must provide the correct response before you will be allowed to continue.

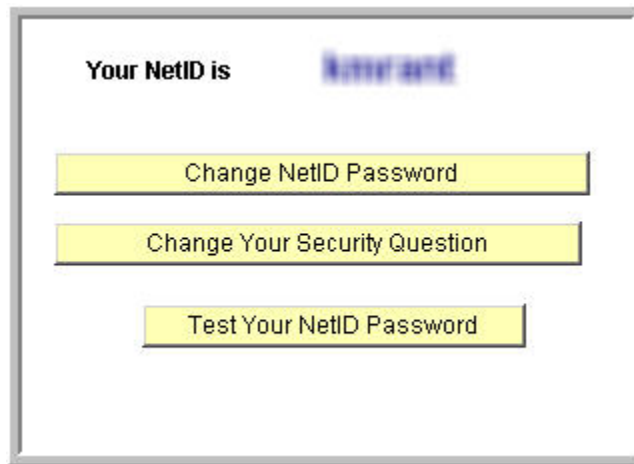
Click the **Your Security Question is on file. Click here to verify** link on the NetID Maintenance page.



The screenshot shows a web browser window with a white background. The form contains two input fields: "Question:" with the text "Your security question will be here" and "Response:". Below the "Response:" field is a yellow button with the text "Verify".

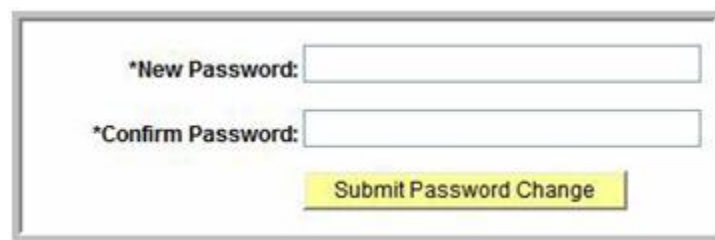
Enter your response (not case sensitive) and click **Verify**.

After you submit the correct response you will see the options to **Change NetID Password**, **Change Your Security Question** and **Test Your NetID Password**.



The screenshot shows a user interface with the text "Your NetID is" followed by a blurred blue box. Below this are three yellow buttons with black text: "Change NetID Password", "Change Your Security Question", and "Test Your NetID Password".

Click **Change NetID Password**.



The screenshot shows a form with two text input fields. The first is labeled "*New Password:" and the second is labeled "*Confirm Password:". Below the fields is a yellow button with black text that says "Submit Password Change".

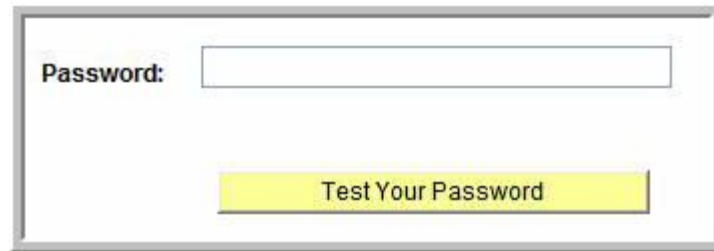
Type your **New Password** twice. Passwords must:

- contain at least 8 characters
- contain at least one number and at least one letter
- are case sensitive
- not include commas, however all special characters are allowed
- be different than your last 5 passwords
- not be changed more than every 2 hours

Click **Submit Password Change**. You will receive confirmation that the password change was received and saved. There is a delay of approximately 15 minutes before the change will take effect so you will have to wait before you can use it.

Test Your NetID Password

Click **Test Your NetID Password** to see if your NetID password is working correctly. If you have just changed your NetID password please remember to wait 15 minutes before testing it.

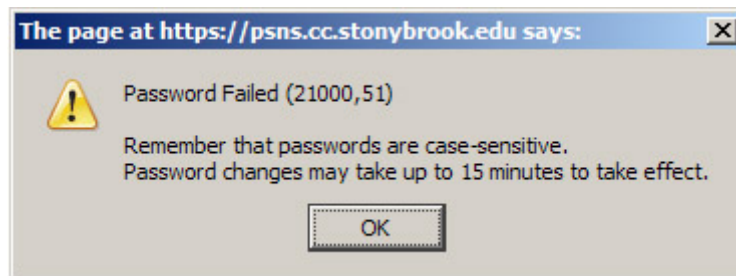
A rectangular form with a grey border. On the left, the text "Password:" is followed by a white rectangular input field. Below the input field, centered, is a yellow rectangular button with the text "Test Your Password" in black.

Enter your NetID password and click **Test Your Password**.

If correct, you will receive this message:



If incorrect, you will receive this message:



Trouble?

- If you forgot your NetID or NetID password go to the **NetID Maintenance** page in SOLAR.
- If you forgot your SOLAR password click **SOLAR Password Help** on the SOLAR login page. If that does not work, click **Report a Problem** on the SOLAR login page.
- If you forgot the response to your NetID security question, click **Report a Problem** on the SOLAR login page.