

## Wildcat Username and Password Creation

If you already know your current password and just want to change it, skip to Step 2: Entering the Password Self-Service Portal.

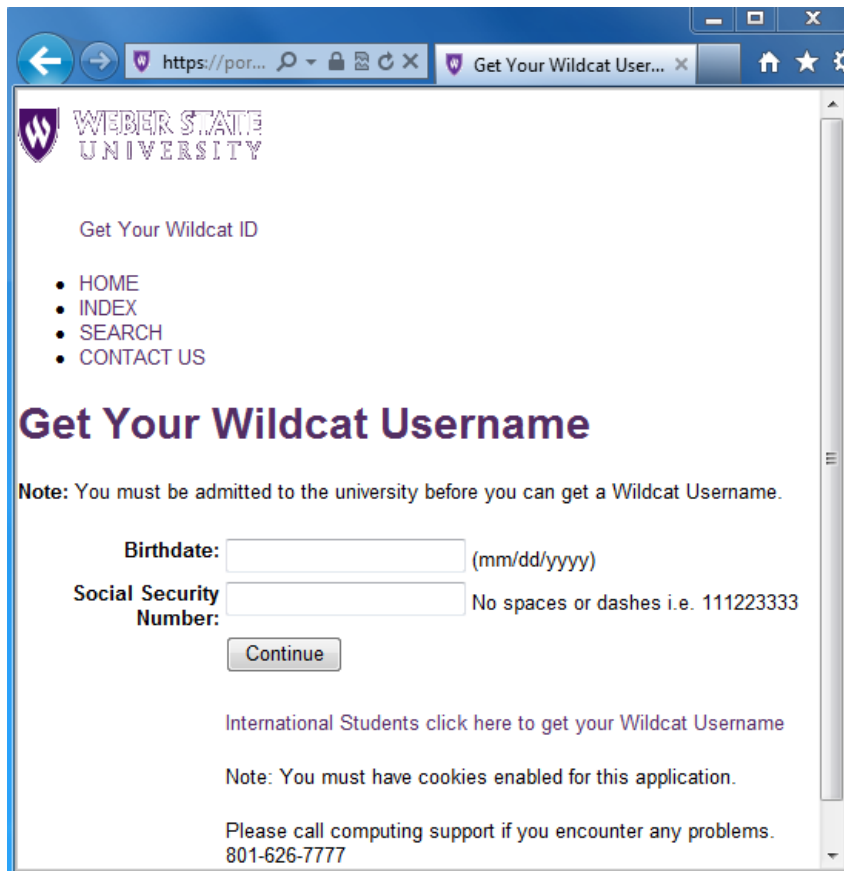
### Step 1: Generating a Temporary Password

To get a temporary password go to <https://portalapps.weber.edu/getwcid/>

Enter your birthday and social security number in the format that is shown

**dd/mm/yyyy**

No dashes or spaces in the social security number



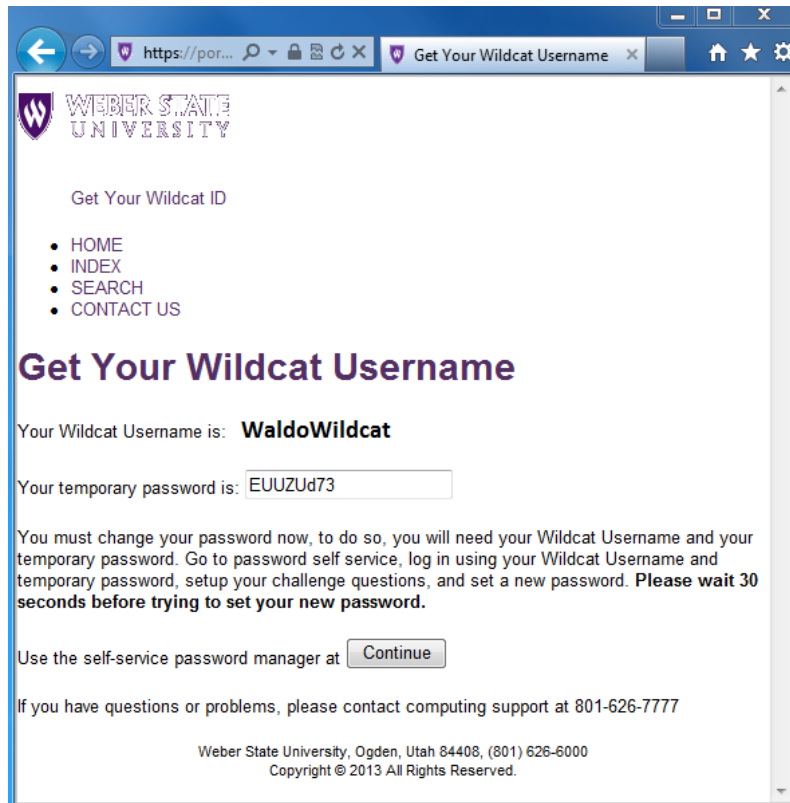
The screenshot shows a web browser window with the URL <https://portalapps.weber.edu/getwcid/>. The page header includes the Weber State University logo and the text "WEBER STATE UNIVERSITY". Below the header, there is a navigation menu with links: HOME, INDEX, SEARCH, and CONTACT US. The main heading is "Get Your Wildcat Username". A note states: "Note: You must be admitted to the university before you can get a Wildcat Username." The form contains two input fields: "Birthdate:" with a placeholder "(mm/dd/yyyy)" and "Social Security Number:" with a placeholder "No spaces or dashes i.e. 111223333". A "Continue" button is located below the input fields. At the bottom of the form, there is a link for "International Students click here to get your Wildcat Username", a note: "Note: You must have cookies enabled for this application.", and contact information: "Please call computing support if you encounter any problems. 801-626-7777".

Click the *Continue* button ( this process may need to be repeated a couple of times )

The next screen will provide your Wildcat Username and a temporary password.

Highlight and copy the temporary password – (highlight and then press Ctrl C to copy)

Next click the **Continue** button to proceed to the Password Self Service page at <http://password.weber.edu>

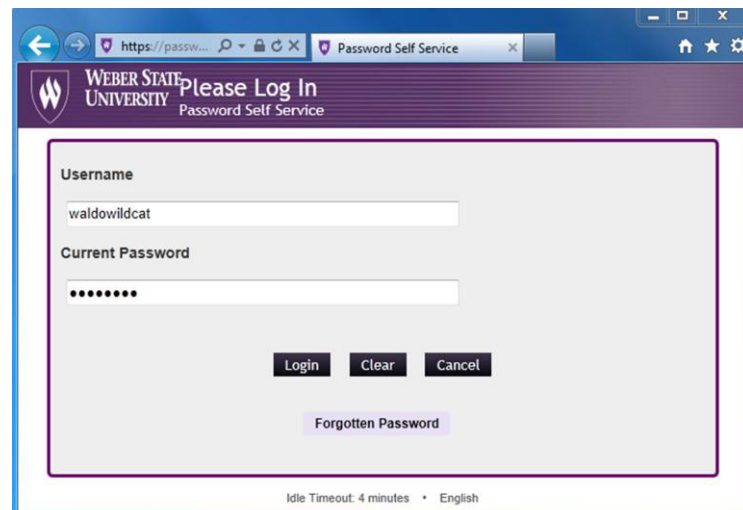


## Step 2: Entering the Password Self-Service Portal

The Password Self Service portal is located at <http://password.weber.edu>

At the Password Self Service login screen, enter your Wildcat Username and paste in the temporary password from the previous step – (click in the password box and press Ctrl V to paste)

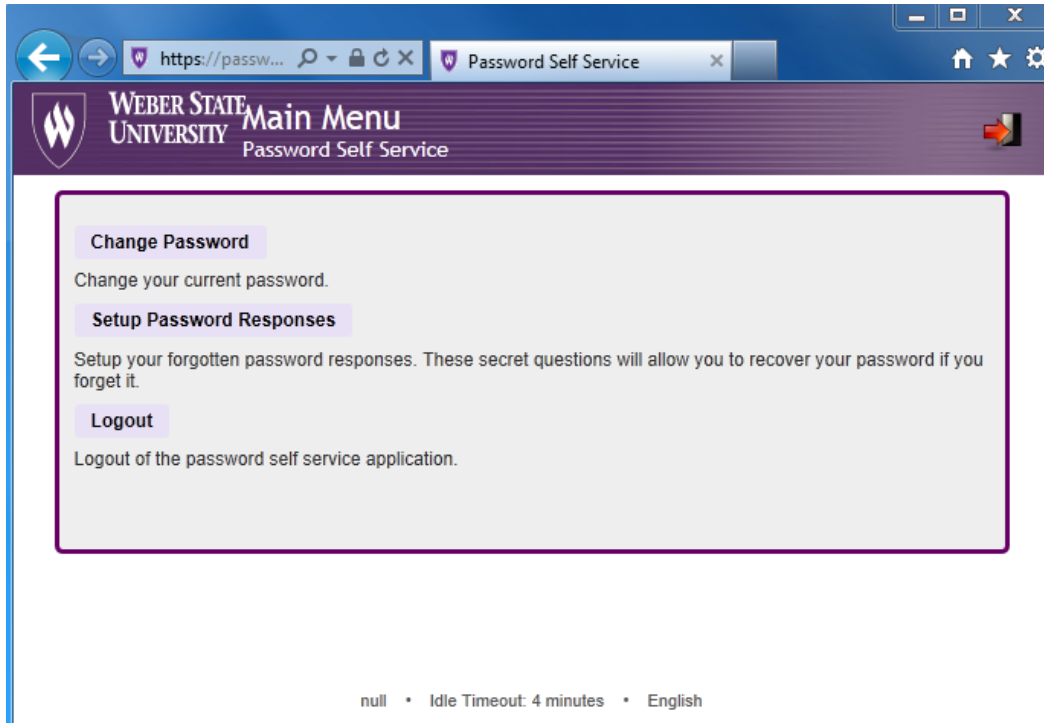
Click the **Login** button. You will now be taken into the Password Self-Service Portal.



### Step 3: Changing the Temporary Password

To proceed with changing your temporary password to a new password of your choosing...

Click on the "**Change Password**" button in the top of the menu.



WEBER STATE UNIVERSITY **Change Password**  
Password Self Service

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must be no more than 32 characters long.
- Must include at least 1 number.
- Must not include any symbol (non alpha-numeric) characters.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must have at least 4 different characters.
- Must not include any of the following values: 1234 test password
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.

» [Auto-generate a new password](#)

Please type your new password

**New Password**

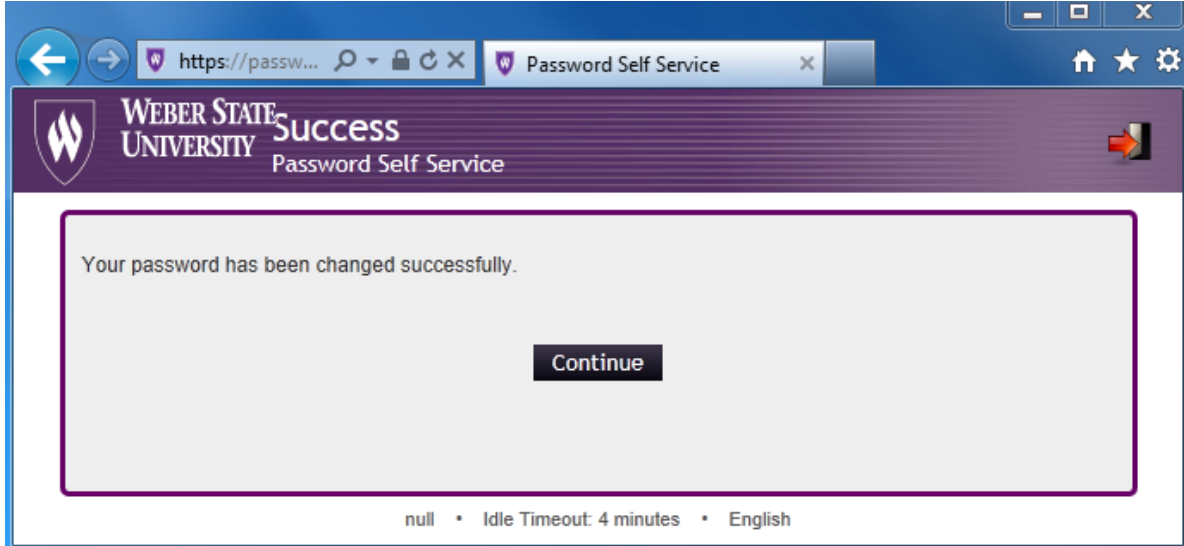
**Confirm Password**

**Change Password** **Clear** **Show Passwords** **Cancel**

null • Idle Timeout: 4 minutes • English

You will be prompted to type in a new password which meets the minimum requirements listed above in the Password Self Service Portal –(minimum 8 characters with at least 1 uppercase, 1 lowercase, and 1 number.)

Retype the new password and click the ***Change Password*** button.



If the password was successfully changed; it will take you to a new page and say  
“**Your password has been changed successfully.**” at the top.

**\*\*Remember -- Passwords expire and need to be changed every 4 months.**

Now click the “**Continue Button**”

\*If this is not your first time using *Password Self Service*; you will be sent to Weber State University’s homepage where you will now be able to log in to the Portal with your **Username** and *new Password...*

\*\*If this is your first time using *Password Self Service*; you will now be prompted to create a number of challenge questions (**At least 4**) that can be used later on to reset your password in the event you ever forget it.

*Make sure to use questions that you will remember; that are unlikely to change and that others would not know the answer to.*