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

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](http://password.weber.edu)

Step 2: Entering the Password Self-Service Portal

The Password Self Service portal is located at [http://password.weber.edu](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.
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.