

## 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.

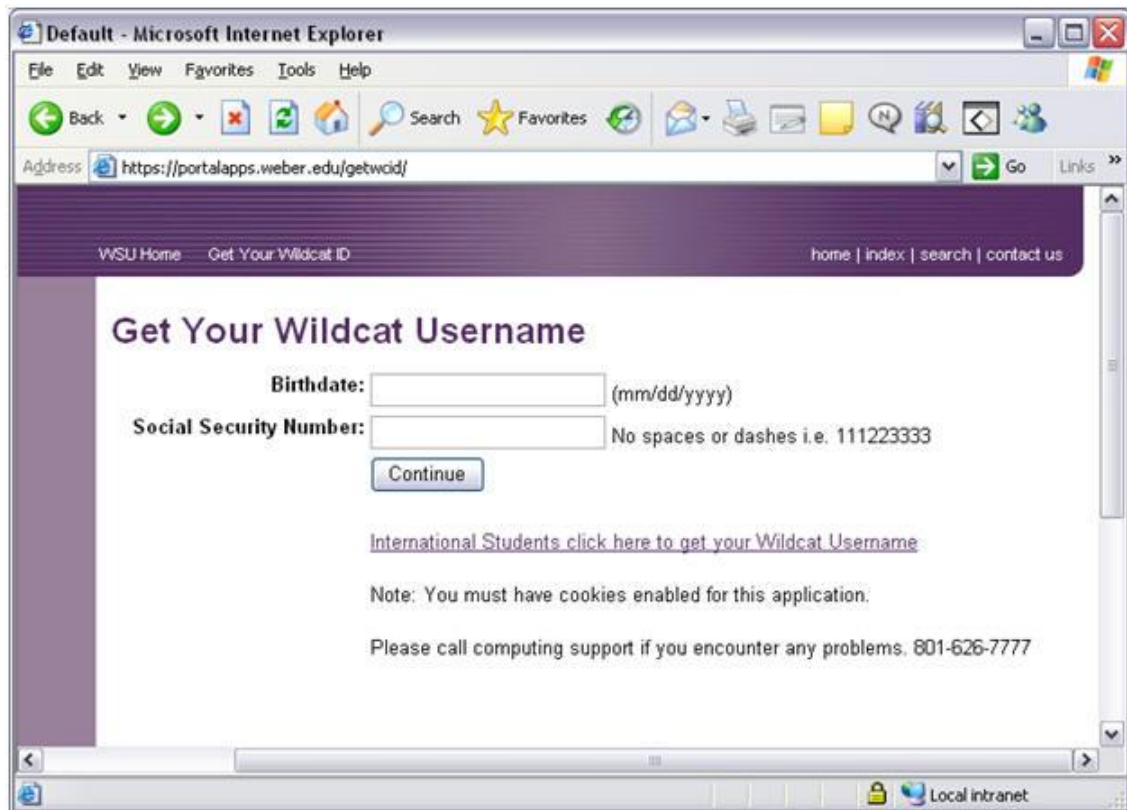
### Step 1: Generating a Temporary Password

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 Microsoft Internet Explorer browser window displaying the 'Get Your Wildcat Username' page. The address bar shows the URL <https://portalapps.weber.edu/getwcid/>. The page has a purple header with navigation links: 'WSU Home', 'Get Your Wildcat ID', and 'home | index | search | contact us'. The main content area is titled 'Get Your Wildcat Username' and contains two input fields: 'Birthdate:' with a placeholder '(mm/dd/yyyy)' and 'Social Security Number:' with a note 'No spaces or dashes i.e. 111223333'. Below the fields is a 'Continue' button. At the bottom of the form, there is a link for 'International Students click here to get your Wildcat Username', a note about cookies, and a contact number for computing support: '801-626-7777'. The browser's status bar at the bottom indicates 'Local intranet'.

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 <https://wildcatid.weber.edu>



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

The Password Self Service portal is located at <https://wildcatid.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

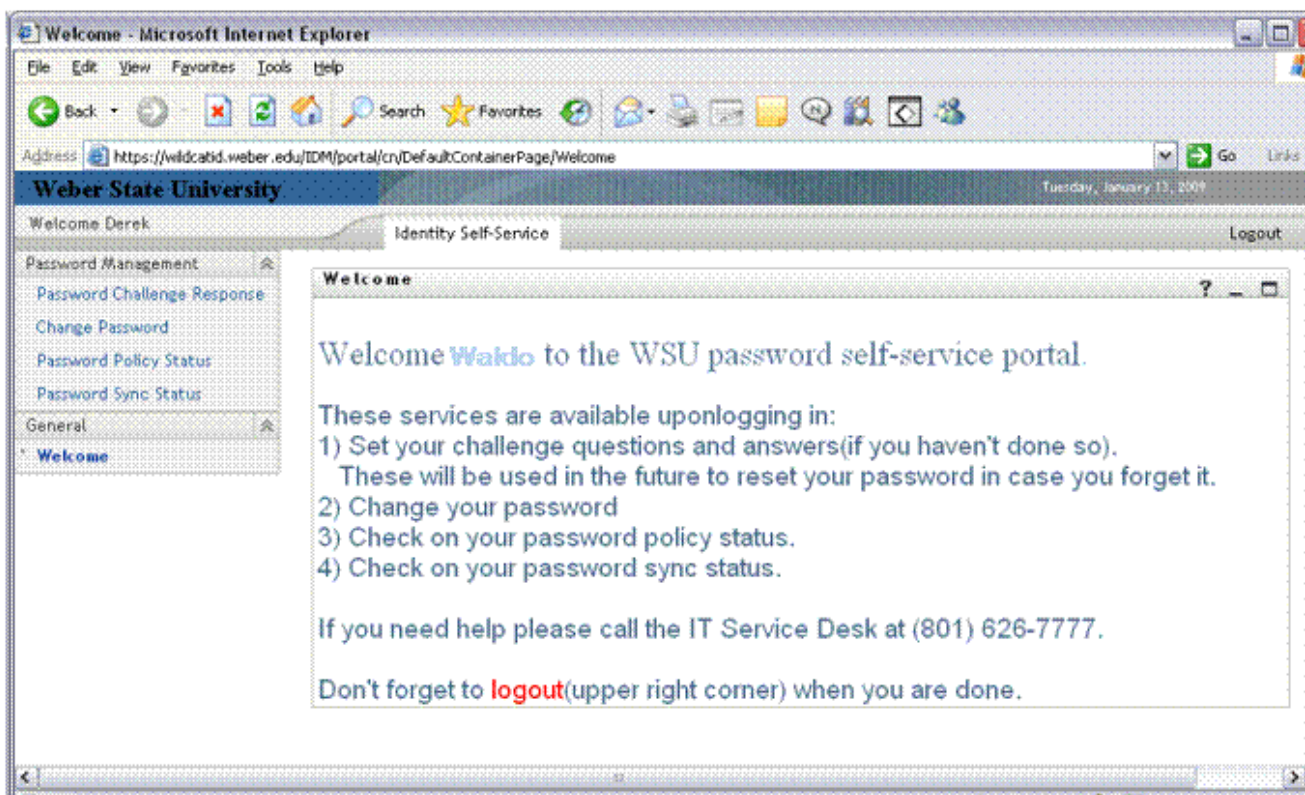


If this is your first time using Password Self Service, you will be prompted to enter challenge questions that can be used later on to reset your password in the event you forget it.

The first question is your Mother's first name. The second question is one in which you create both the question and the answer.

Make sure to use a question that you will remember, that is unlikely to change and that others would not know the answer to.

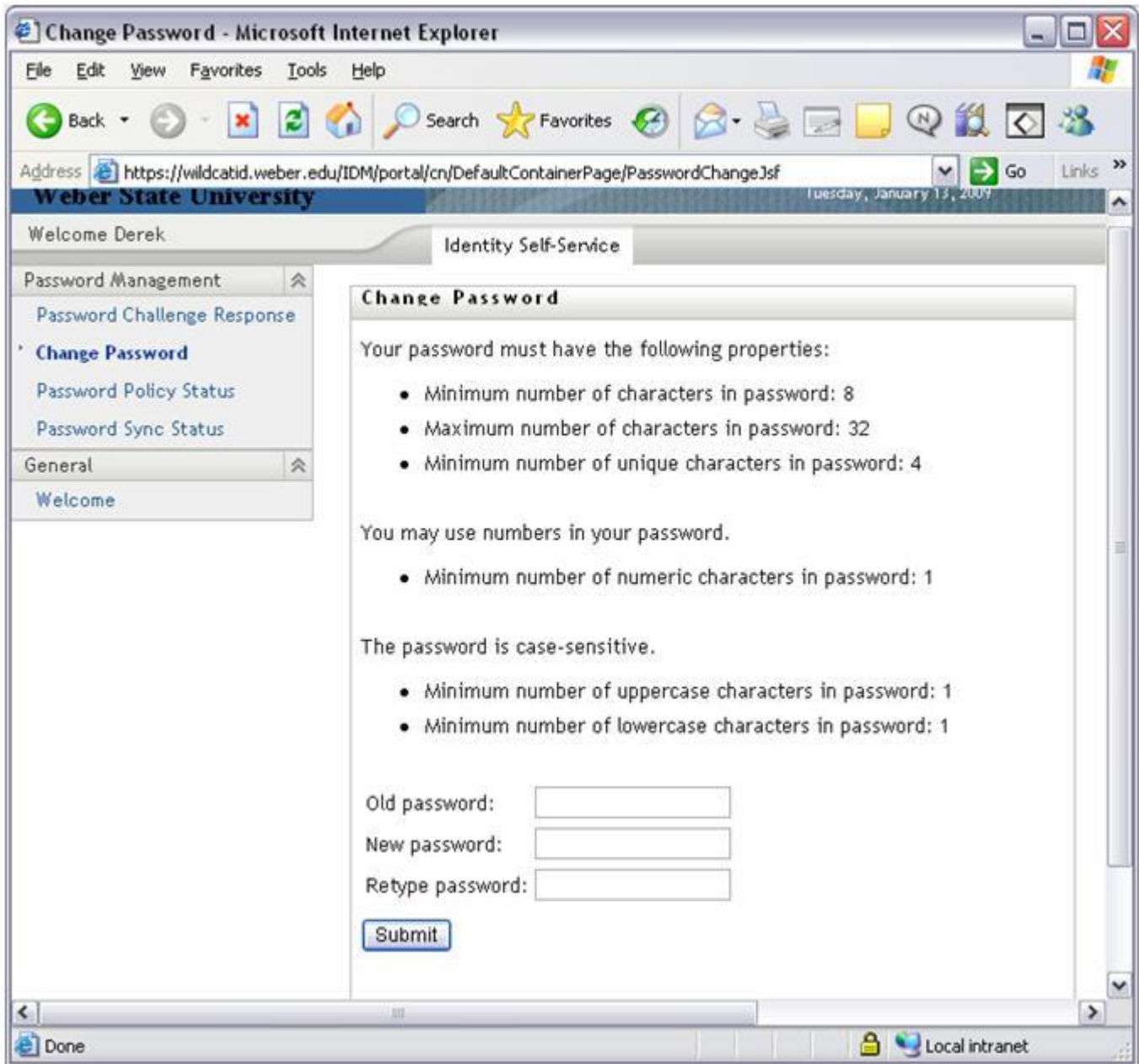
Once you have successfully created your challenge questions, you will be taken into the Password Self Service Portal.



### Step 3: Changing the Temporary Password

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

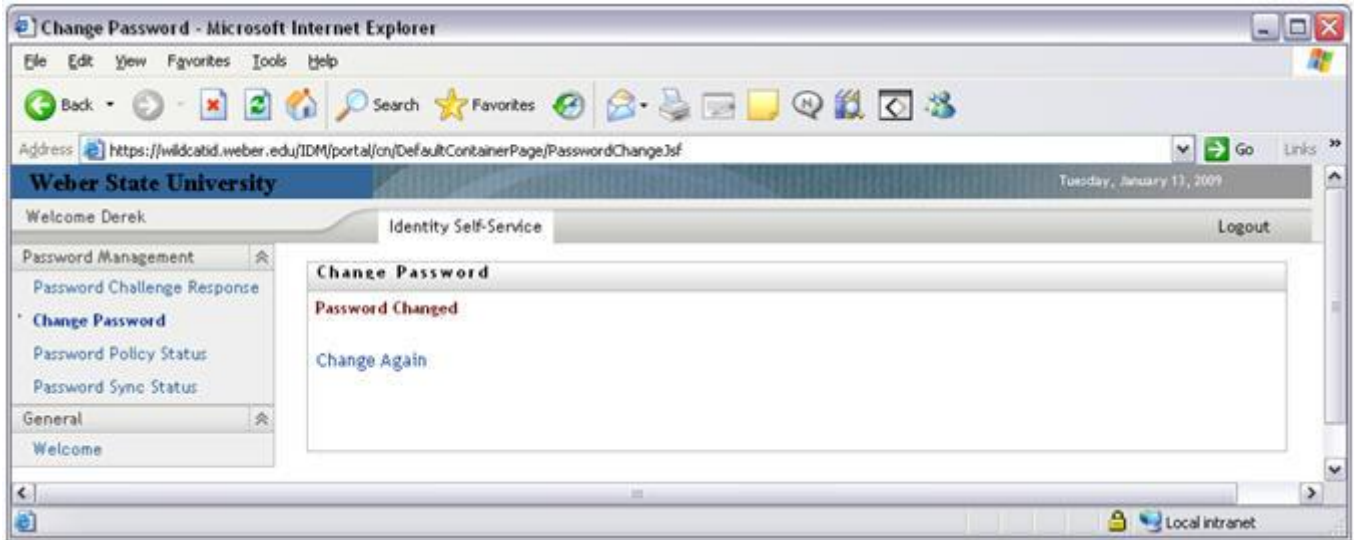
Click on the "**Change Password**" link on the left



Paste the temporary password (Ctrl V) in the “Old Password” box

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 **Submit** button.



If the password was successfully changed, it will say "**Password Changed**" at the top.

Remember to click *Logout* in the upper right corner.

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