

## **FINDING A STUDENT NETID**

To find a student's NetID:

1. Use an Internet browser to navigate to <http://phonebook.uconn.edu>
2. Type the student's name
3. Click to select the STUDENT radio button
4. Click SEARCH

## **ACTIVATING A NETID AND SETTING AN INITIAL NETID PASSWORD**

To activate a NetID:

1. Use an Internet browser to navigate to <http://netid.uconn.edu>
2. Click the ACTIVATE YOUR NETID link located in the New to UConn section
3. Type NetID
4. Click NEXT
5. Type the last 4 digits of Social Security Number
6. Type eight digit date of birth (MMDDYYYY)
7. Click ACTIVATE
8. Click to select three secret questions from the three question drop-down menu boxes
9. Type the answers to the three selected secret questions in the corresponding answer fields
10. Click CONTINUE
11. Type desired NetID password

12. Re-type desired NetID password

13. Click SET PASSWORD

## **SETTING, REVIEWING OR CHANGING NETID SECRET QUESTIONS AND ANSWERS**

To set, review or change NetID secret questions and answers:

1. Use an Internet browser to navigate to <http://netid.uconn.edu>
2. Click the SET, REVIEW OR CHANGE YOUR SECRET QUESTIONS AND ANSWERS link located in the Manage your NetID Password and Secret Questions & Answers section
3. Type NetID
4. Type NetID password
5. Click LOGIN
6. Click the drop down arrow to select the secret question
7. Type an answer in the corresponding answer field
8. Click to select questions and type answers for the remaining secret questions
9. Click UPDATE

## **RESETTING A NETID PASSWORD**

To reset a forgotten password:

1. Use an Internet browser to navigate to <http://netid.uconn.edu>
2. Click the RESET YOUR PASSWORD link located in the Manage your NetID Password and Secret Questions and Answers section

3. Type NetID
4. Type 8-digit date of birth
5. Click CONTINUE
5. Type the appropriate answers to the prompted secret questions
6. Click ANSWER
7. Type a new NetID password
8. Type the new NetID password again to confirm
9. Click UPDATE

### **To perform a standard password change:**

1. Use an Internet browser to navigate to <http://netid.uconn.edu>
2. Click the CHANGE PASSWORD link located in the Manage your NetID Password and Secret

Questions and Answers section

3. Type NetID
4. Type current NetID password
5. Click LOGIN
6. Type current NetID password
7. Type a new NetID password
8. Type the new NetID password again to confirm
9. Click CHANGE