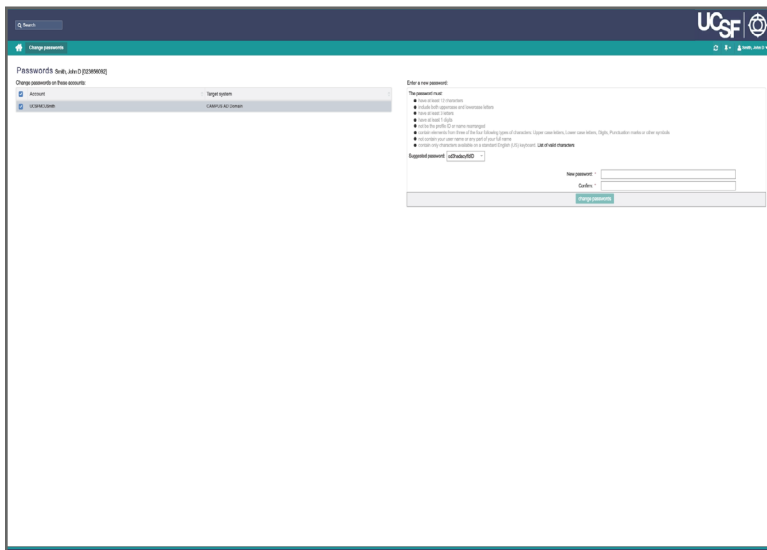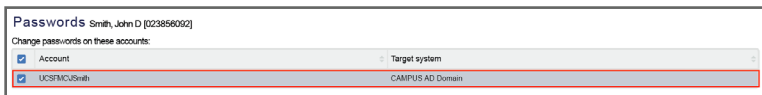## Introduction

The **UCSF Password Management Tool** will assist you with creating the password for your UCSF account. Now that you have received your UCSF account information via email, select the **link** in the email within **72 hours** to activate your UCSF account and begin the password creation process.

Creating your UCSF Account Password

1. The *UCSF Password Management Tool* will load successfully.

2. Verify that the correct **Account** is selected (e.g. Your **network login** under the **Target system** heading).

3. Review the **UCSF Password Requirements** to assist you with creating a *valid* password.

The password must:
- have at least 12 characters
- include both uppercase and lowercase letters
- have at least 3 letters
- have at least 1 digits
- not be the profile ID or name rearranged
- contain elements from three of the four following types of characters:
- Upper case letters, Lower case letters, Digits, Punctuation Marks or other symbols
- not contain your user name or any part of your full name
- contain only characters available on a standard English (US) keyboard.

NOTE: If you would like assistance in creating your new password, select the Suggested password: od3hadacylfdID dropdown to review password suggestions.

5. Once you have conceived of your **new** password, enter it into the **New Password** field.

New password: *

6. Enter the **same value** from your *New Password* field in the **Confirm** field.

Confirm: *

7. Select the change passwords button to submit your *new password.*

8. A **message** will appear that confirms that your password has successfully been *changed.*

9. **Congratulations!** You have successfully **updated the password** for your UCSF account!