

Password Management

Portal

(myPassword.humber.ca)

Quick Reference Guide

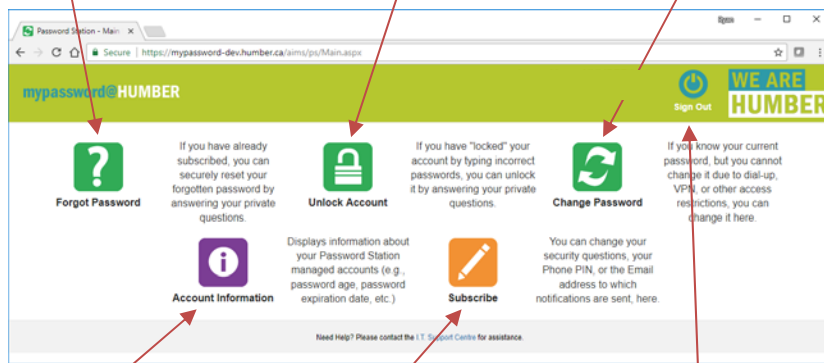
Layout

The password management portal is a Web-based tool that allows students, employees, suppliers, and guests of Humber and Guelph-Humber to check, reset, change, and unlock their Humber password.

Forgot Password
Allows you to reset your forgotten/expired password.

Unlock Account
Allows you to unlock your account after entering too many incorrect passwords.

Change Password
Allows you to change your current password.



Account Information
Displays information about your account (age of password, password expiry date, etc.).

Subscribe
Allows you to update your portal subscription information.

Sign Out
Log out of the password management portal.

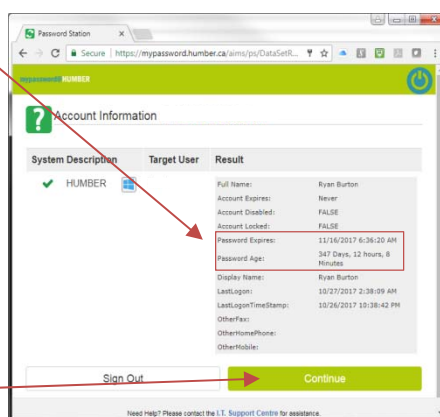
IMPORTANT: If you have not subscribed to use the password management tool, it will NOT work for you. Contact the I.T. Support Centre at 416.675.6622 X8888, SupportCentre@humber.ca, or humber.ca/techtalk for more details.

Viewing Your Account Information

Use the **Account Information** feature to check your password's expiry date:

1. Launch a browser instance and go to **myPassword.humber.ca**.
2. Key in your Humber username and then click the purple **Account Information** icon.
3. Key in the **Authorization Code** sent to your mobile device.

NOTE: Click the **Continue** button to return to the portal's main menu.



Subscribing to the Portal

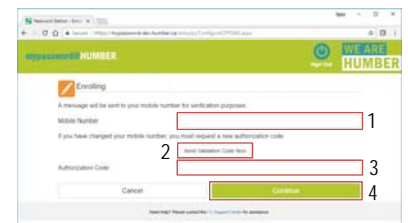
You must subscribe (register your smartphone number) to the password management portal before you can use it to manage your password. To subscribe, you must have a mobile device and you must know your Humber username and password.

1. Launch a browser instance and navigate to the address:

myPassword.humber.ca

Key in your Humber username and then click the **Continue** button.

2. Start the subscription process by clicking the **Continue** button.
3. Key in your Humber password and then click the **Continue** button.
4. Carefully key in your **Mobile Number** and then click the **Send Verification Code Now** button.



Key in the code sent to you via text from 1.647.496.8156 into the **Authorization Code** field and then click the **Continue** button.

NOTE: Do not include formatting characters (hyphens, brackets, periods, spaces, etc.) with your mobile number

5. Return to the portal's main screen by clicking the **Continue** button.

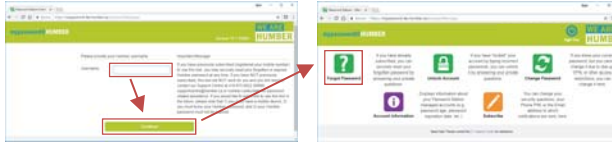
NOTE: An alert will be sent to your primary e-mail address.

Resetting Your Password

Use the **Forgot Password** feature to reset your forgotten or expired Humber password.

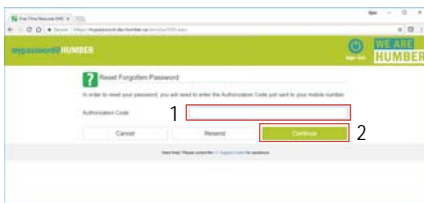
IMPORTANT: If you have not subscribed to use the password management portal, this feature will NOT work.

1. Launch a browser instance and navigate to **myPassword.humber.ca**.



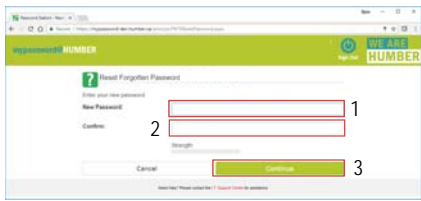
Key in your Humber username, click **Continue**, and then click the green **Forgot Password** icon.

2. Key in the **Authorization Code** sent to you via text from 1.647.496.8156 and click the **Continue** button.



NOTE: An alert will be sent to your primary e-mail address with each authentication attempt.

3. Key in a **New Password**. Confirm your new password and then click the **Continue** button.



4. An alert will be sent to your e-mail address. Click on **Continue** to return to the portal's main menu.

IMPORTANT: Passwords must be at least eight characters long and contain three of the following: an uppercase letter (A-Z), a lowercase letter (a-z), a number (0-9), and a special character (!, \$, #, %). You may not reuse any of your previous 18 passwords.

Updating Your Subscription Information

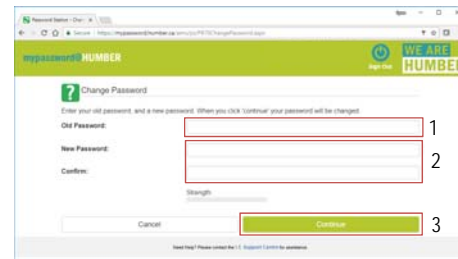
Use the **Enrollment** feature to update your subscription data. An alert will be sent to your primary e-mail address.

1. Launch a browser instance and navigate to **myPassword.humber.ca**. Key in your Humber username and then click the **Continue** button.
2. Click the orange **Subscribe** button to restart the subscription process.
3. Carefully key in your Humber password and then click the **Continue** button.

Changing Your Password

Use the **Change Password** feature (assuming you are subscribed to use the password management portal) to change your current Humber password.

1. Launch a browser instance and navigate to **myPassword.humber.ca**.
2. Key in your Humber username, click **Continue**, and then click the green **Change Password** icon.
3. Enter your current Humber password. Then, key in your new password. Confirm your new password.



Click the **Continue** button to execute the change.

4. An alert will be sent to your e-mail address. Click on **Continue** to return to the portal's main menu.

IMPORTANT: Passwords must be at least eight characters long and contain three of the following: an uppercase letter (A-Z), a lowercase letter (a-z), a number (0-9), and a special character (!, \$, #, %). You may not reuse any of your previous 18 passwords.

Unlocking Your Account

Subscribers can use the **Unlock Account** feature to unlock their account after subsequent failed login attempts.

1. Launch a browser instance and navigate to **myPassword.humber.ca**.
2. Key in your Humber username, click **Continue**, and then click the green **Unlock Account** icon.
3. Key in the **Authorization Code** sent via text from 1.647.496.8156 and click the **Continue** button.

NOTE: An alert will be sent to your primary e-mail address with each successful and unsuccessful unlock attempt.

4. Key in your mobile phone number. Continue by clicking the **Request Authentication Code** button.
5. Enter the **Authorization Code** sent via text from 1.647.496.8156 and click the **Continue** button.
6. Your subscription data is now updated. Click the **Continue** button to return to the portal's main screen.