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.

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.

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.
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.

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

3. Key in the **Authorization Code** sent to you via text from 1.647.496.8156 and 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.

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

**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.

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.

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.