Step 1: Activate New Account
By Scott Badger


2. In the User ID field, please enter in your network ID. (i.e., jdoe_1234 or jsmith) Note: Some faculty and staff do not have numbers after their last name.

3. Click “i agree”.

4. Click “Forget Password”. 
5. To proceed, select either **Question** or **SMS** (If want to authenticate using your mobile phone, please log into MyRIC and click the “**Mobile Number for RICAlert**” and then enter in your mobile number)

6. Click “**continue**” and then complete the required fields and then click “continue”

7. Please type in a new password and then confirm that password.
   **IMPORTANT:** To further enhance security for students, the upgraded system will require strong passwords. **You’re new password must be greater than 10 characters.** It must contain at least 2 upper case and 2 lower case characters. It must also contain at least 2 numeric and 2 special characters and the special characters cannot be at the beginning or at the end of the password. If your password does meet all of the required characters, the system will show you what your password is missing.

8. Click “**continue**”.

9. Click “**continue**”.

10. You are now back at the Password Station home page. You can close out the window.