

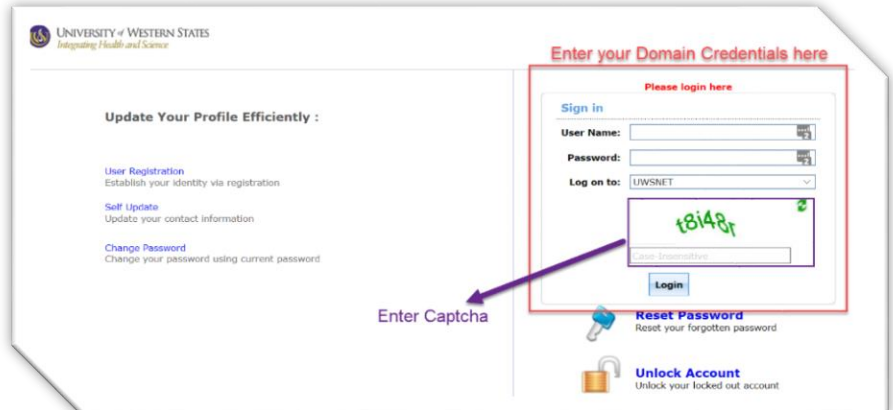
## Self Service Password Reset

UWS students, staff, and faculty now have the ability to reset their UWS password themselves.

**FIRST TIME USERS - To Register, follow steps below and register from PC or from the Mobile App.**

### From any Computer:

1. Go to:  
<https://passwordreset.uws.edu>
2. Enter your existing UWS user name and password
3. Enter Captcha
4. Press Login
5. Select two Security Questions and type in your answers
6. You are now enrolled to use Password Self-Service Tool




### From Mobile App:

1. Open a QR Code Scanner and scan either Apple or Android App (Step-1)
2. Install App (Do Not Open)
3. Open QR Code Scanner and scan the bottom QR code to configure the App (Step-2)
4. Press the Login button at the bottom
5. Enter your existing UWS user name and password
6. Select your security questions and save
7. You are now enrolled to use the Password Self-Service tool


Steps to download and configure the mobile app: i

**Step-1** Scan this QR code to download the mobile app.



Apple Android

**Step-2** Scan this QR code to automatically configure the app.



Use the app to reset your password/unlock your account on-the-go.

### Forgot Password?

1. Select "Reset Password"
2. Put in your User Name (Example: Jsmith)
3. Put in the Captcha
4. Answer your Security Questions
5. Input new password

### Account locked?

1. Select "Unlock Account"
2. Put in your User Name (Example: Jsmith)
3. Put in Captcha
4. Answer your Security Questions
5. Put in Captcha
6. Select "Continue"
7. Put in Captcha
8. Select "Unlock Account"

**TIP: It is recommended to perform a Password Reset after "Unlock Account".**