



## Setting your UNIX password @UAlbany to access Coeus



As Coeus users, our UAlbany NetIDs and UNIX passwords are the instruments used to validate our identity and grant access to research proposal data from our campus. Many faculty and staff at UAlbany never need, nor use their UNIX passwords.

To set, or reset your UNIX passwords, follow these steps:

1. Go to the MyUAlbany webpage

<http://www.albany.edu/myualbany/>

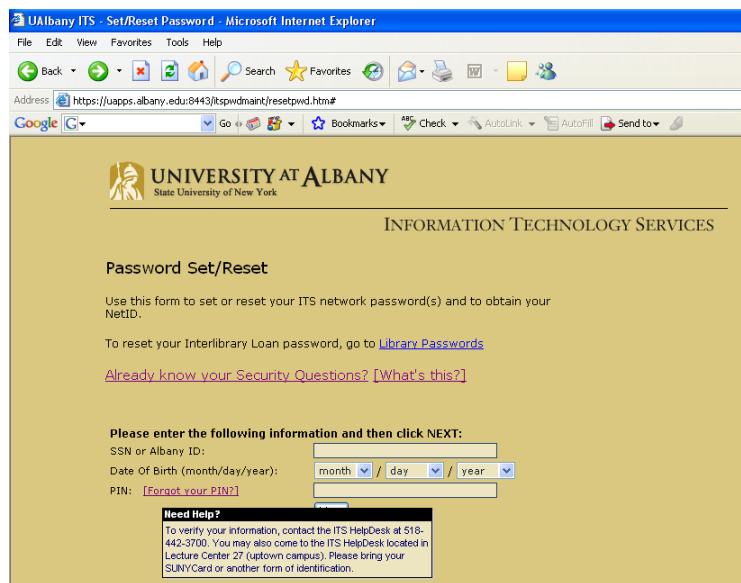
2. On the MyUAlbany webpage, click on Password Set/Reset



3. On the Password Set/Reset screen, you must answer some security questions before the system will allow you to access and change your passwords. If you have been in the system before and have previously set up your security questions, you can click

on Already know your Security Questions?, which will then display the security questions for you to answer.

If you have not set up any security questions, you must enter your PIN. If you don't remember your PIN, you will have to call the ITS helpdesk at 2-3700 to get it. Once you have answered your security questions, or filled out the information at the bottom of the screen, you will be given access to change your passwords.



4. There are 3 different passwords that can be set/reset from this screen:

- MyUAlbany / IAS
- UNIX (Webmail, UNIX, WebCT, Library)
- Windows Network Access

On the Set / Rest Password webpage, each password has a checkbox next to it. Click the second box, next to *ITS UNIX Cluster*. You may choose to reset other passwords at the same

time if you wish (Note: this will set all three passwords to the same thing). This is entirely a personal choice. For Coeus, it is only necessary that you set your UNIX password. When you have decided which password(s) to set, type in your new password and type it in a second time to confirm it. The password must conform to the *Complex Password Rules* that are explained in detail on the webpage. After you have successfully entered your new password, press Next. If you have not done so already, you will then be asked to set up a series of security questions that could be used next time you need to set / reset any of your passwords so that you do not need to contact ITS to retrieve your PIN.

You should now be able to access Coeus.

UAlbany ITS - Set/Reset Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://uapps.albany.edu:8443/itspdmaint/setpassword.htm>

UNIVERSITY AT ALBANY  
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INFORMATION TECHNOLOGY SERVICES

**Set/Reset Password**

**Select ITS System(s)**

Passwords will be set or reset on the system(s) checked below.

MyUAlbany and IAS:

ITS UNIX Cluster (WebMail, UNIX, WebCT, Library):

Windows Network Access:

**Create Your Complex Password**

Enter Password:

Retype Password:

**Complex Password Rules**

1. Your password must be at least 8 characters long and must contain at least one letter, one number, and one special character within the first 8 characters. There is a maximum of 14 characters. (A good example is U82tac0\$)
2. The password may not contain the user's first name, last name, or NetID.
3. It may not contain spaces or the special characters & { ~ ' ' . < ,
4. Passwords are case-sensitive. How you enter your chosen password above is the way you must enter it for the login process.

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