

## Facilities and Safety How-To Guide: Obtaining Your NID and Setting Up Your NID Password

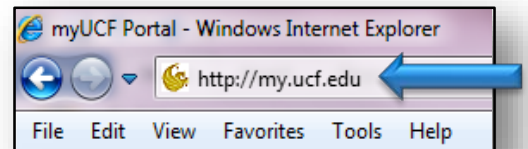
### Launch Internet Explorer

Click on the Internet Explorer icon at the bottom left of the computer screen.



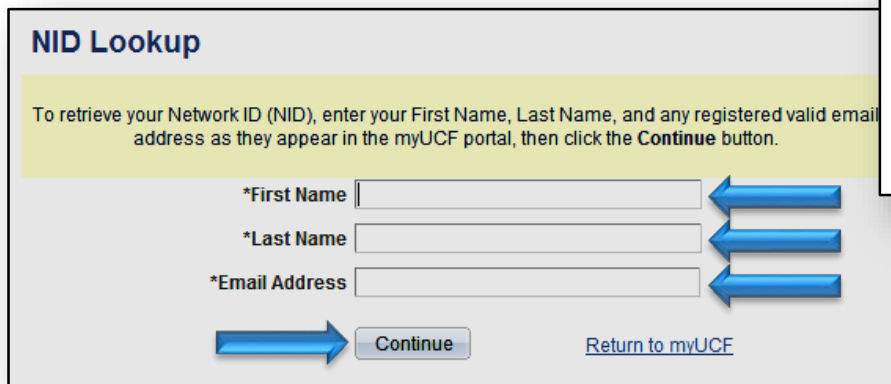
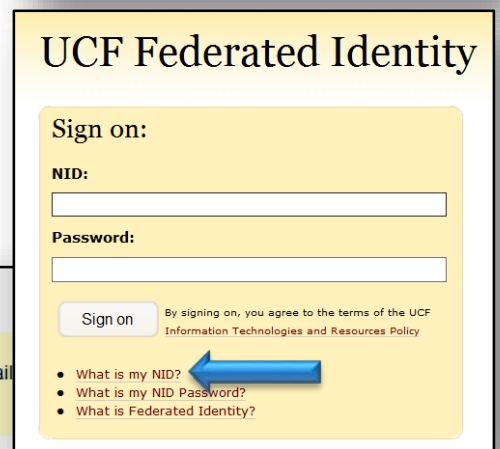
### Go the "myUCF" Website

1. In the address bar at the top of the screen, type **http://my.ucf.edu**.
2. Press the "Enter" key.



### Look Up Your NID

1. On the "myUCF" screen, click **What is my NID?** in the lower left.
2. On the "NID Lookup" screen, type in your **First Name**, **Last Name**, and **Email address** (use the computer mouse or press the "Tab" key to move to each field and begin typing).

A screenshot of the "NID Lookup" web form. The title is "NID Lookup". Below the title is a yellow box with the text: "To retrieve your Network ID (NID), enter your First Name, Last Name, and any registered valid email address as they appear in the myUCF portal, then click the Continue button." There are three input fields: "\*First Name", "\*Last Name", and "\*Email Address". Each field has a blue arrow pointing to it. Below the fields is a "Continue" button with a blue arrow pointing to it, and a link "Return to myUCF".A screenshot of the "UCF Federated Identity" sign-on page. The title is "UCF Federated Identity". Below the title is a yellow box with the text: "Sign on:". There are two input fields: "NID:" and "Password:". Below the fields is a "Sign on" button. To the right of the button is the text: "By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy". Below the sign-on area is a list of links: "What is my NID?", "What is my NID Password?", and "What is Federated Identity?". A blue arrow points to the first link.

3. Click the "Continue" button.

The system will send you an email containing your NID. Check your email to obtain this information.

## Facilities and Safety How-To Guide: Obtaining Your NID and Setting Up Your NID Password

### NID Password Reset: Lookup Account

1. In the address bar at the top of the screen, type **http://mynid.ucf.edu** and press the “Enter” key; this will take you to the “NID Password Reset” screen.



## NID Password Reset

65°F, Cloudy


**Reset Steps**

- Lookup Account**
- Confirm Ownership
- Change Password
- Summary

[Start Over](#)

Enter the below information to lookup your account, then click **Next**.

NID:  [I forgot my NID](#)



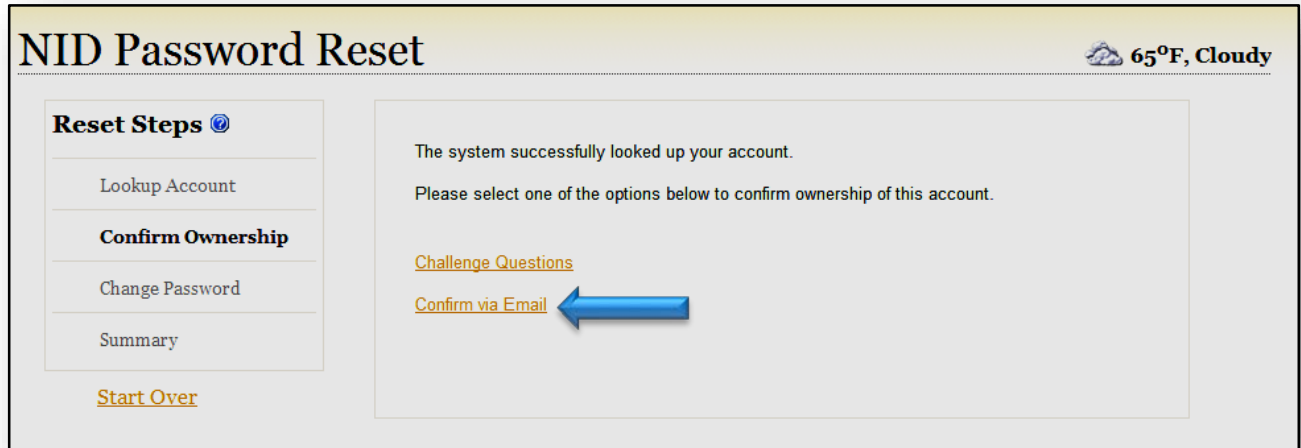
[Refresh Audio](#)

Enter the characters you see or hear:

2. To look up your account, type your **NID** in the space indicated.
3. In the “**Enter the characters you see or hear**” space, type in **EXACTLY** what you see on the screen. (e.g., t544g)
4. Click the “**Next**” button.

### NID Password Reset: Confirm Ownership

1. To confirm ownership of your account, click on **“Confirm via Email”**.



2. Click the circular button next to the email address you want to select, then click the **“Next”** button.




An email with a verification code will be sent to the address you selected.


## Facilities and Safety How-To Guide: Obtaining Your NID and Setting Up Your NID Password

3. To complete your password reset, click on the link in the email you received.

THIS IS AN AUTOMATED UCF SYSTEM MESSAGE, PLEASE DO NOT REPLY

To confirm ownership of your account and complete your NID password reset, please copy and paste the below link into your browser: <https://www.secure.net.ucf.edu/selfreset/pages/VerifyEmail.aspx?vc=a8656f01-4c45-4939-af11-39e693acb7e4>  Link

Alternatively, you may also copy and paste the below verification code directly into the NID password reset webpage:

a8656f01-4c45-4939-af11-39e693acb7e4  Verification code

If you are having trouble using the link, type (or copy and paste) the verification code from the email you received into the “**Enter the verification code**” field on the “**NID Password Reset**” screen, and then click the “**Next**” button.

### NID Password Reset

65°F, Cloudy

**Reset Steps**


- Lookup Account
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[Start Over](#)

The system successfully looked up your account.  
Please select one of the options below to confirm ownership of this account.

[Challenge Questions](#)  
[Confirm via Email](#)

To confirm ownership of this account and complete your password reset, select the email address to which the system will send your verification code.

Select the email address: 

I\*\*\*\*\*@hotmail.com  
 I\*\*\*\*\*@ucf.edu

[Next](#)

Verification code has been sent.

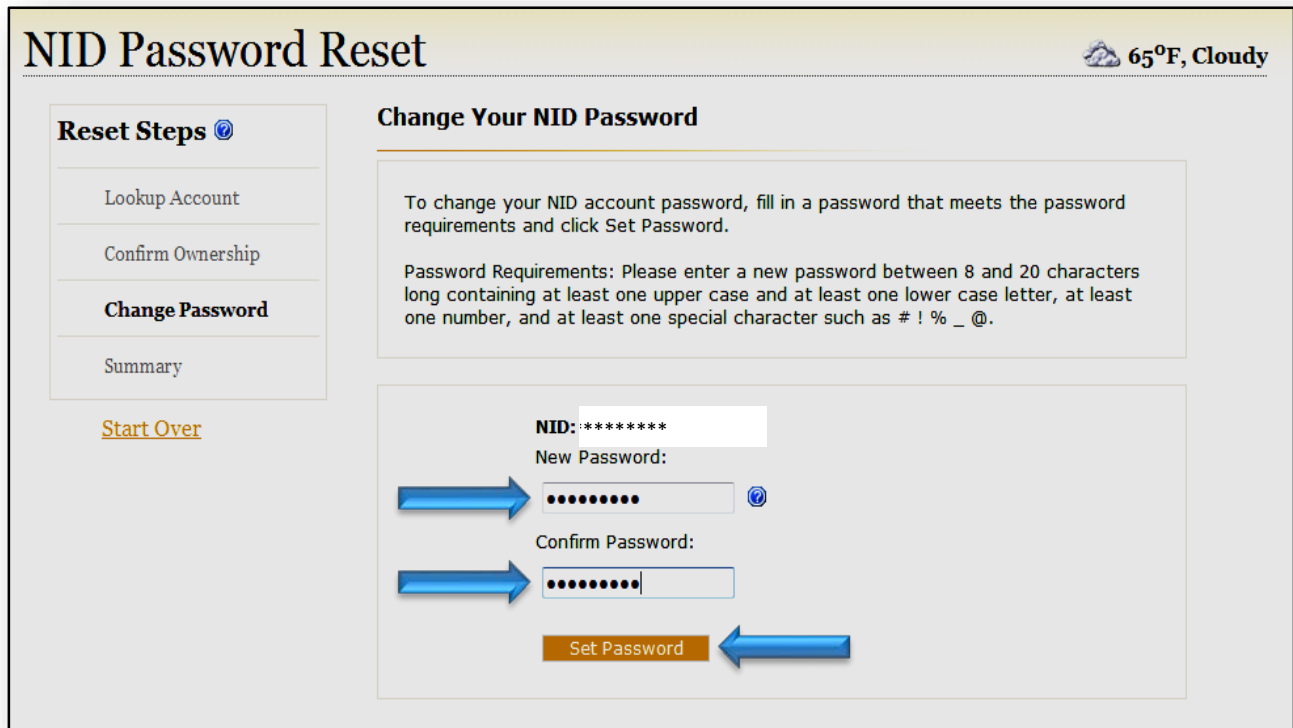
Enter the verification code: 

[Next](#)

\*Verification codes remain valid for a period of one hour.  
[Email did not arrive.](#)

### NID Password Reset: Change Password

1. In the “**New Password**” field, type in your password (8-20 characters long, containing at least one upper case and one lower case letter, at least one number, and at least one special character such as # ! % \_ @).
2. In the “**Confirm Password**” field, type in your password again.
3. Click the “**Set Password**” button.



**NID Password Reset** 65°F, Cloudy

**Reset Steps**

- Lookup Account
- Confirm Ownership
- Change Password**
- Summary


[Start Over](#)

### Change Your NID Password

To change your NID account password, fill in a password that meets the password requirements and click Set Password.

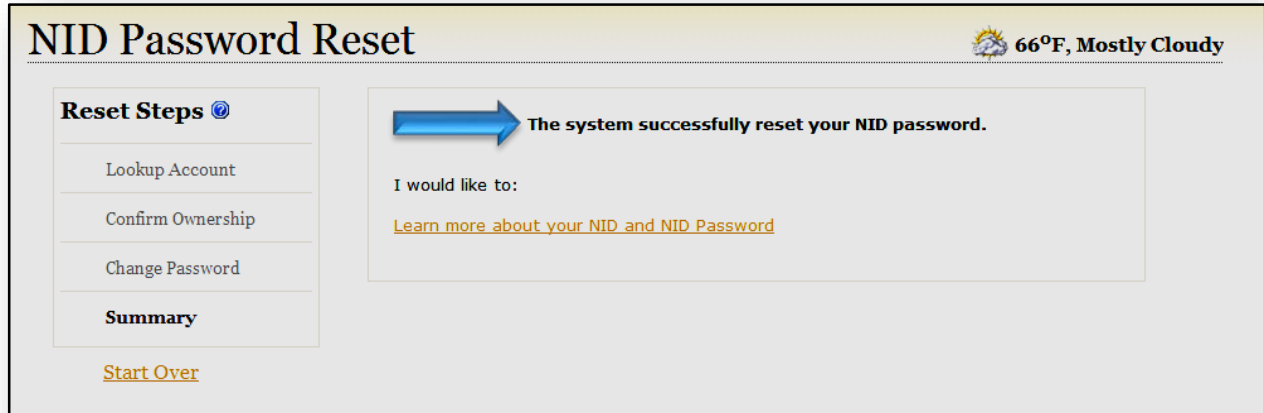
Password Requirements: Please enter a new password between 8 and 20 characters long containing at least one upper case and at least one lower case letter, at least one number, and at least one special character such as # ! % \_ @.

NID:\*\*\*\*\*

New Password:  

Confirm Password:

4. You will see a screen confirming you have successfully changed your password.




**NID Password Reset** 66°F, Mostly Cloudy

**Reset Steps** ⓘ

- Lookup Account
- Confirm Ownership
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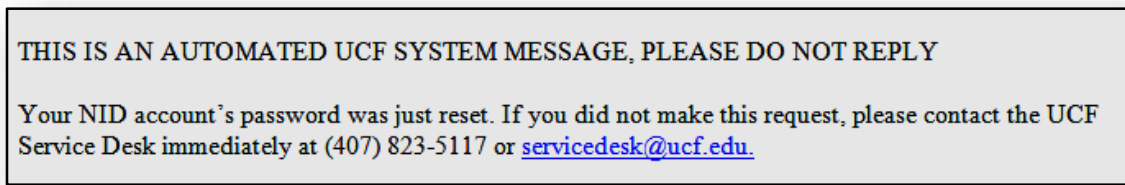
[Start Over](#)

 **The system successfully reset your NID password.**

I would like to:

[Learn more about your NID and NID Password](#)

You will also receive a confirmation email.



**THIS IS AN AUTOMATED UCF SYSTEM MESSAGE, PLEASE DO NOT REPLY**

Your NID account's password was just reset. If you did not make this request, please contact the UCF Service Desk immediately at (407) 823-5117 or [servicedesk@ucf.edu](mailto:servicedesk@ucf.edu).

From here, you can now sign on to the myUCF webmail Internet site: <http://my.ucf.edu>.