

This week's Tech Tip focuses on a Security Item that benefits all Faculty, Staff, and Students. Changing your UW-Superior password is critical to protecting your information and the information you have access to through your accounts.

Every Student, Staff, and Faculty member at UW-Superior is issued a User ID and password for our campus network, e-mail, and E-hive access. This user ID and password give you access to your e-mail, grades in e-hive, and even financial information. **It is critical for your own information security, as well as to that of others, that you protect these credentials from possible fraudulent use. The easiest way to do this is to change your password frequently.** Technology Services recommends a password change by users at least every 90 days. To change your password, follow these easy steps from on or off campus:

1. Go to www.uwsuper.edu in your web browser.
2. Click on the E-hive icon at the bottom right.
3. Just below where you log-in there is a link that says, "Forgot Password or Locked out?" Click on it.
4. Fill in the required fields and click on "Submit Form".

This process will reset your E-hive, Campus E-mail, Learn@UW-Superior, and Network log-ins. After completing the process the next time you log-in you will need to use the new password you set. It is suggested that you memorize the password and not write it down. By changing your password frequently you are protecting your data and privacy as well as information you may have access to as a function of your university position.

If you have any questions about changing your password please contact our Technology Help Desk at x8300 or at helpdesk@uwsuper.edu .