UW-Superior Login Portal Instructions

This login portal is used by all UW-Superior students, faculty, and staff to create/change their password as well as manage their Dual Factor and password account options.

If you know your password and would like to setup or make changes to your portal account, click on the "Login" button.

If you want to change your password, you will need to know your current password. To do so, click on the "Change Password" button.

If you are setting up your password for the first time, or have forgotten your password, click the "New/Forgot Password" button.
Login – Use this to log in to your PortalGuard account. Once logged in you will be able to view and maintain your Dual Factor and password information. Dual factor is required for all logins for staff and some logins for students, to find out more about dual factor you can read our FAQ’s.

Change Password – This will allow you to change your password. You must know your current password.

It is important to note that changing your password here will affect most, if not all systems you log into on campus; including email, E-Hive, D2L/Canvas, Live@uws, Lab/Office computers, Wi-Fi, and possibly other systems. Be sure to update saved passwords in your mobile devices and applications.
**New/Forgot Password** – If you are signing in for the first time, or have forgotten your password, click on the "New/Forgot Password" button and follow the directions below. Type in your username.

Do not include @uwsuper.edu as part of your username.

Select one of the two options and click Continue.

1. Choose to provide the 4 Challenge Answers – First Name, Last Name, UWS ID number, and Date of Birth.
2. Use a One Time Passcode.
1. Answer the four challenge questions and click Continue

![End User Self Service](image1.png)

2. Use a One Time Passcode which can be obtained from the Technology Help Desk, or it will be sent to your preferred delivery method, and click Continue.

![End User Self Service](image2.png)
After answering the Challenge Questions or entering the One Time Passcode, you will be asked to create a new password. Enter your new password and continue.

Next you will be asked to enroll in Dual Factor.
A one-time password will be sent to your phone.

You may be asked to enroll an email address, if you choose to do this, you cannot enroll your uwsuper email.

You must accept the Appropriate Use Policy Terms and Conditions.
Once signed in, you can edit your account information and change your dual factor OTP delivery method.