

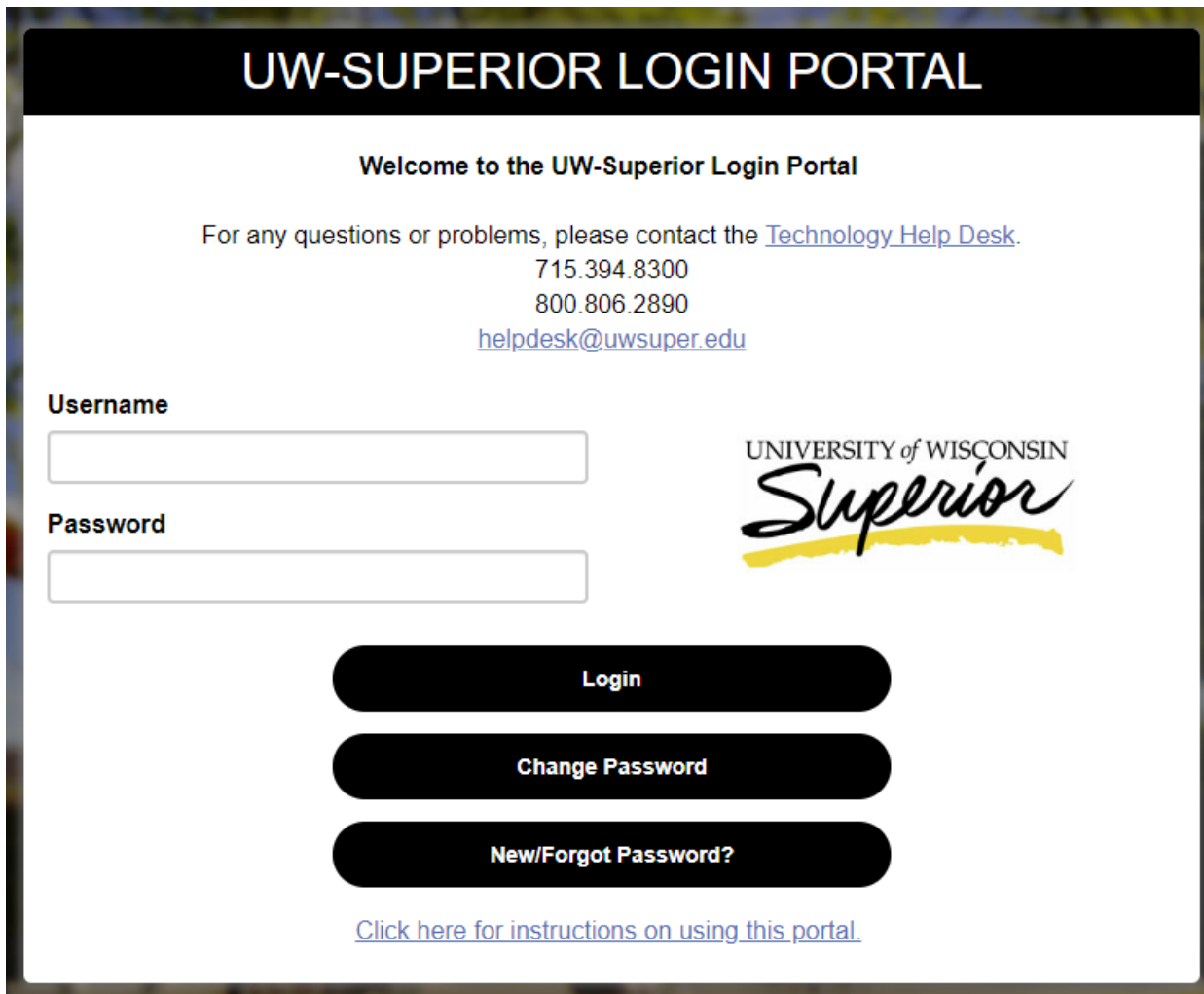
## UW-Superior Login Portal Instructions

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.



The screenshot shows the UW-Superior Login Portal interface. At the top, a black banner contains the text "UW-SUPERIOR LOGIN PORTAL" in white. Below this, a white box contains the following elements: a welcome message "Welcome to the UW-Superior Login Portal", contact information for the Technology Help Desk (715.394.8300, 800.806.2890, and helpdesk@uwsuper.edu), a logo for the University of Wisconsin Superior, and three large black buttons labeled "Login", "Change Password", and "New/Forgot Password?". At the bottom of the white box is a link: "Click here for instructions on using this portal." On the left side of the white box, there are two input fields: one for "Username" and one for "Password".

**UW-SUPERIOR LOGIN PORTAL**

**Welcome to the UW-Superior Login Portal**

For any questions or problems, please contact the [Technology Help Desk](#).  
715.394.8300  
800.806.2890  
[helpdesk@uwsuper.edu](mailto:helpdesk@uwsuper.edu)

**Username**

**Password**

**UNIVERSITY of WISCONSIN**  
*Superior*

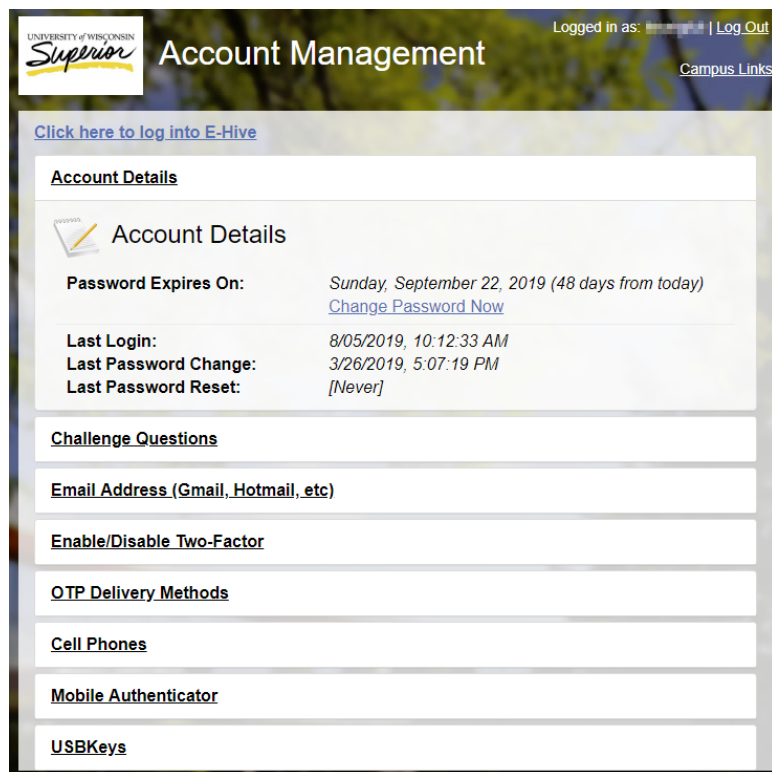
**Login**

**Change Password**

**New/Forgot Password?**

[Click here for instructions on using this portal.](#)

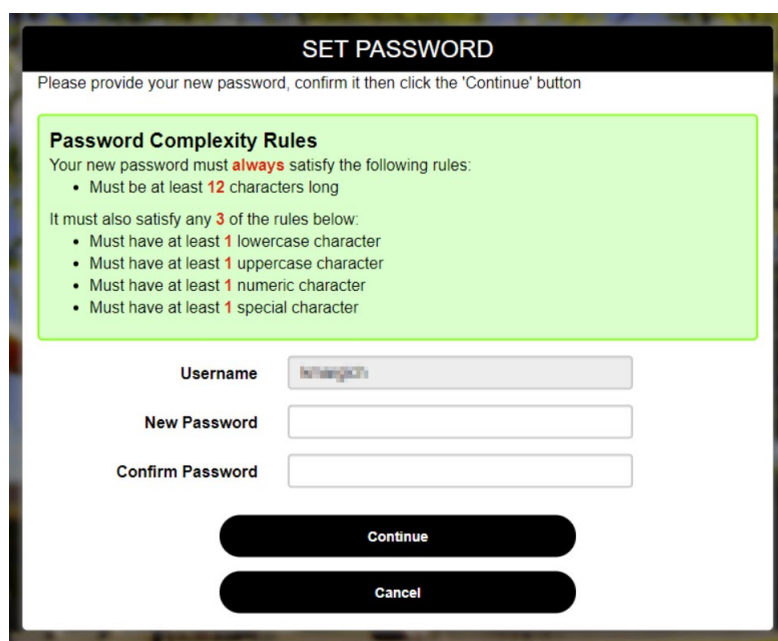
**Login** – Use this to log in to your PortalGuard account. Once logged in you will be able to view and maintain your Dual Factor and password information. Dual factor is required for all logins for staff and some logins for students, to find out more about dual factor you can read our [FAQ's](#).



The screenshot shows the 'Account Management' page for the University of Wisconsin Superior. At the top, there is a header with the university logo, the title 'Account Management', and a 'Logged in as: [username] | Log Out' link. Below the header, there is a 'Click here to log into E-Hive' link. The main content area is divided into several sections: 'Account Details', 'Challenge Questions', 'Email Address (Gmail, Hotmail, etc)', 'Enable/Disable Two-Factor', 'OTP Delivery Methods', 'Cell Phones', 'Mobile Authenticator', and 'USBKeys'. The 'Account Details' section is expanded, showing 'Password Expires On: Sunday, September 22, 2019 (48 days from today)' with a 'Change Password Now' link, and 'Last Login: 8/05/2019, 10:12:33 AM', 'Last Password Change: 3/26/2019, 5:07:19 PM', and 'Last Password Reset: [Never]'.

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

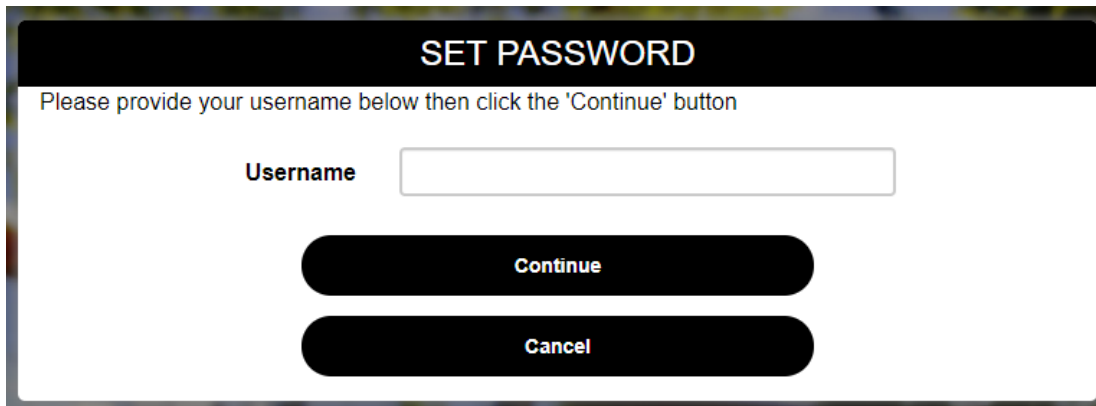
It is important to note that changing your password here will affect most, if not all systems you log into on campus; including email, E-Hive, D2L/Canvas, Live@uws, Lab/Office computers, Wi-Fi, and possibly other systems. Be sure to update saved passwords in your mobile devices and applications.



The screenshot shows the 'SET PASSWORD' form. At the top, there is a title 'SET PASSWORD' and a instruction 'Please provide your new password, confirm it then click the 'Continue' button'. Below this, there is a green box titled 'Password Complexity Rules' which states: 'Your new password must **always** satisfy the following rules:'. The rules are: 'Must be at least **12** characters long', 'It must also satisfy any **3** of the rules below:'. The rules below are: 'Must have at least **1** lowercase character', 'Must have at least **1** uppercase character', 'Must have at least **1** numeric character', and 'Must have at least **1** special character'. Below the rules, there are three input fields: 'Username' (with a dropdown menu), 'New Password', and 'Confirm Password'. At the bottom, there are two buttons: 'Continue' and 'Cancel'.

**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.

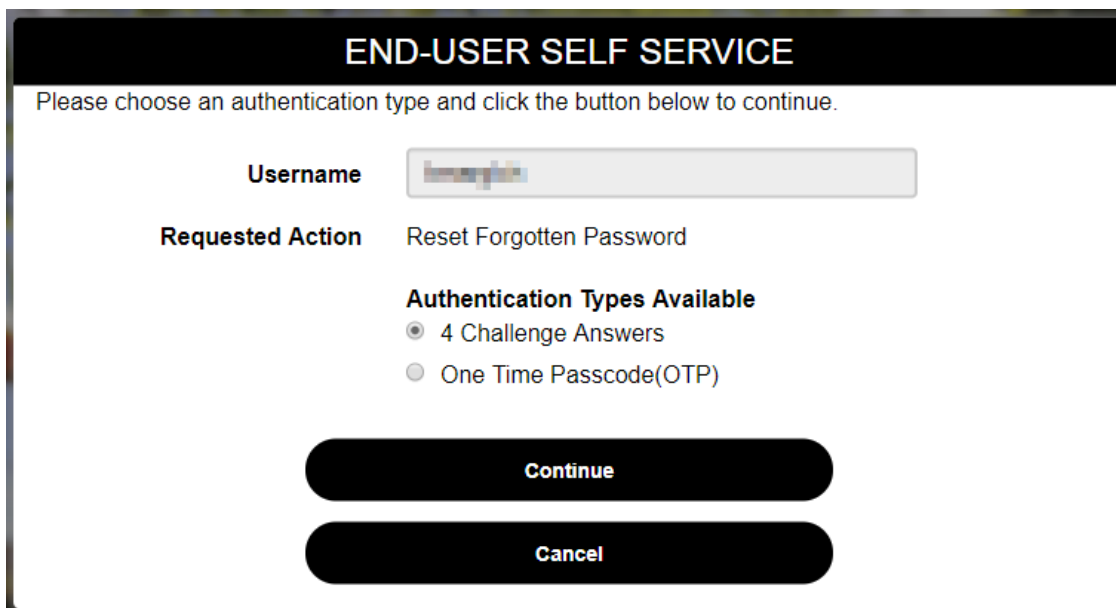
**Do not** include @uwsuper.edu as part of your username.



The image shows a web form titled "SET PASSWORD" in a black header bar. Below the header, a light gray instruction box says "Please provide your username below then click the 'Continue' button". Underneath, the label "Username" is followed by a white text input field. Below the input field are two black buttons with white text: "Continue" and "Cancel".

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.



The image shows a web form titled "END-USER SELF SERVICE" in a black header bar. Below the header, a light gray instruction box says "Please choose an authentication type and click the button below to continue." Underneath, the label "Username" is followed by a white text input field containing a blurred username. Below the input field, the label "Requested Action" is followed by the text "Reset Forgotten Password". Underneath, the label "Authentication Types Available" is followed by two radio button options: "4 Challenge Answers" (which is selected) and "One Time Passcode(OTP)". Below the radio buttons are two black buttons with white text: "Continue" and "Cancel".

1. Answer the four challenge questions and click Continue

## END-USER SELF SERVICE

Please answer ALL 4 of the mandatory questions below

**Username**

**Requested Action** Reset Forgotten Password

1) What is your First Name (Given Name)?

2) What is your Last Name (Surname)?

3) What is your 7 Digit University ID?

4) What is your date of Birth?(MM/DD/YYYY) Example:(01/02/1999)

**Next >>**

**Cancel**

Answers remaining: 4 mandatory, 4 optional

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

A One Time Passcode (OTP) has been sent to your phone:  
**0000000000**

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

**Username**

**Requested Action** Reset Forgotten Password

**One Time Passcode(OTP)**

[Switch OTP Delivery Method?](#)

**Continue**

**Cancel**

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.

### SET PASSWORD

Please provide your new password, confirm it then click the 'Continue' button

#### Password Complexity Rules

Your new password must **always** satisfy the following rules:

- Must be at least **12** characters long

It must also satisfy any **3** of the rules below:

- Must have at least **1** lowercase character
- Must have at least **1** uppercase character
- Must have at least **1** numeric character
- Must have at least **1** special character

Username

New Password

Confirm Password

Continue

Cancel

Next you will be asked to enroll in Dual Factor.

### ENROLLMENT - MOBILE PHONE

Please enter your current password and your phone number to enroll. You may also be prompted to select a mobile phone carrier from a drop-down list. A test message will be sent immediately for confirmation. You can skip this enrollment but you will be asked to enroll again during your next login.

To **permanently** suppress reminders for this authentication type, check the box below before skipping. You can always enroll from the Account Management page.

Username

Password

\*\*\*\*\*

Country

United States ▼

Phone Number

☐ Enable Multi-Factor Login

☐ Permanently Suppress Reminders

Continue

Skip

A one-time password will be sent to your phone.

### ONE TIME PASSCODE REQUIRED

A One Time Passcode (OTP) will be delivered as a text/SMS to:  
[REDACTED]

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

Username

Password

.....

One Time Passcode(OTP)

[Switch OTP Delivery Method?](#)

Login

Cancel

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.

### APPROPRIATE USE OF UW-SUPERIOR IT RESOURCES

#### Terms & Conditions

Appropriate Use of University of Wisconsin-Superior Information Technology Resources

Access to University IT resources is a privilege granted to members of the University community. This access carries with it the responsibility to use IT resources for University related activities only, exercising common sense and civility and to do everything you can to follow best practices in protecting your credentials from compromise or unauthorized access.

Individuals using UW-Superior information technology resources agree to follow all applicable policies, rules, and laws. The primary governing policy is the [Board of Regents Policy on Use of University Information Technology Resources](#). UW-Superior maintains its own [Information Technology Policies](#)

By clicking ACCEPT below you signify that you have read and will abide by the policies as defined in the links above.


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Click 'Accept' to close this window and continue logging in.

Accept

Decline

Once signed in, you can edit your account information and change your dual factor OTP delivery method.




Logged in as:  | [Log Out](#)

# Account Management

[Campus Links](#)

[Click here to log into E-Hive](#)

## Account Details



### Account Details

<b>Password Expires On:</b>	Sunday, September 22, 2019 (48 days from today) <a href="#">Change Password Now</a>
<b>Last Login:</b>	8/05/2019, 10:12:33 AM
<b>Last Password Change:</b>	3/26/2019, 5:07:19 PM
<b>Last Password Reset:</b>	[Never]

## Challenge Questions

## Email Address (Gmail, Hotmail, etc)

## Enable/Disable Two-Factor

## OTP Delivery Methods

## Cell Phones

## Mobile Authenticator

## USBKeys