How to Set or Reset Password and Obtain NetID

Action

To set your password initially and get your NetID using your PIN or to reset/change your password, follow the instructions below.

Instructions

Set your password and get your NetID

If you do not know your NetID or have not yet activated your account, complete these steps:

1. Go to the MyUAlbany Welcome page and select the Reset Your UAlbany Password link below the login buttons
2. Complete the Password Set form
   
   **Important:**
   - If you do not have an SSN (Social Security Number) on record with the University, enter your Albany ID.
   - If you do not know your Albany ID, you may find it in messages from the University during the admissions or hiring process. Otherwise, you need to contact the Office of the Registrar or Human Resources to obtain your Albany ID.
   - If you need your PIN, select the Forgot your PIN? link and follow the instructions. If you cannot retrieve your PIN online, call (518) 442-3700 or visit the ITS Service Desk (on the Uptown Campus in University Library) to request your PIN.
3. Select and answer a security question, then create and answer a second security question, and click Next
4. Click the button to reset your password
5. Create a password that complies with the Complex Password Rules and click Next
6. A confirmation message will display your NetID and confirm your password is set for the system(s) you can access using your NetID and password

Reset or change your password

If you already know your NetID and have set your password previously, complete these steps:

1. Go to the MyUAlbany Welcome page and select the Reset Your UAlbany Password link below the login buttons
2. Click the link to the Reset process at the bottom of the Password Set form
3. Complete the Reset form
4. Answer your security questions
   
   **Important:**
   - If you do not recall the answers and can log in to MyUAlbany now, you can click the Security Questions link on the left to update your answers, then restart this process.
5. Choose the button to reset your password
6. Create a password that complies with the Complex Password Rules and click Next
7. A confirmation message will display your NetID and confirm your password is set for the system(s) you can access using your NetID and password

Need more help? Contact the ITS Service Desk.