Faculty/Staff Password Reset

How to Reset Faculty/Staff Password

- Go to: https://netid.arizona.edu/ and click on Reset Forgotten Password.

- Under Select Affiliation, select UA Employee (Faculty, Staff, Appointed) and click Next.
- Under **Reset a Forgotten UA NetID Password** enter your **EMPLID**. Your EMPLID is an eight digit number. Next, enter your **Birthdate**. Click **Next**.
- Provide your answer to your “secret hint”. Click Next.

- **IMPORTANT!** Under UACConnect Users click on the Password Reset Best Practices document as there are important steps to perform prior to changing your password as well as after you change your password. Failure to perform these steps could impact your UACConnect performance.
- **Note:** NetID password changes are limited to once every 24 hours. You may get an error message if you are within the password minimum time frame.
- Under **Select a New Password**, create your new password using the guidelines and suggestions offered. Click Next.
• Success! You now have confirmation that your password has been reset.
• **Note:** Faculty/Staff who have opted in to use CatMail for their email delivery instead of UAConnect please follow the instructions specific to CatMail on your confirmation page.

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**Reset a Forgotten UA NetID Password**

**Confirmation**

Successfully reset password for UA NetID **wwildcat1**

Your new password will expire on 09/27/13 (360 days)

*Protect your NetID! Enroll in the NetID Passcode Service today!*

Successfully reset CatMail secondary password for **wwildcat1**

Your CatMail password has been reset. You will soon receive your new CatMail password by email. If you receive your email through CatMail, please check CatMail from the Web using your UA NetID password to retrieve your new CatMail password. Please allow several minutes for password delivery. Use this new password in the settings for applications or mobile devices to be able to check mail or sync calendar from CatMail.