Overview:
The purpose of this user memo is to explain how to manage the login ID you have to the various Loyola systems. This memo will describe what a Loyola Universal Computer ID (UVID) is and provide directions to setup your ID so you can reset your own password if you forget it in the future.

What is a Loyola Universal ID or UVID:
Your Loyola Universal Computer ID (UVID) sometimes referred to as Login ID, Network ID or Username is unique to you at Loyola and will be yours while you are at Loyola. Generally your Universal ID will be the first letter of your first name and your last name. For example Jane Smith would have an ID of jsmith. When your ID is created if it is the same as an existing ID you may have a number attached. In the example above if jsmith was already in use then Jayne Smith would be issued jsmith1 as her Universal ID.

All Law faculty, staff and students will be issued a unique Loyola Universal ID when they join Loyola.

Systems most people at the Law School will use their Universal ID for:
There are various computer systems and services at Loyola that will require you to login using your Universal ID and password. When you are prompted to login to one of these systems enter the Universal ID you were issued and use the current password you have set for that account. Three systems most people will use their Universal ID and password for at the Law School are:

1. Logon to a Law School Computer: Use your Universal ID and Password when logging into a computer at the Law School. These computers are located in the Law Library, the Law School Computing Center and Law School offices located in 25 East Pearson - The Corboy Law Center.

2. Logon to the LOCUS system: Use your Universal ID and Password when logging into the LOCUS system. LOCUS (Loyola's Online Connection to University Services) is the university's Web-based, self-service system that enables students, faculty and staff to access information and services online, virtually anytime. The LOCUS web page can be accessed by clicking on the LOCUS button on the top right corner of the university web page and by going to http://locus.luc.edu

3. Outlook E-mail System: Use your Universal ID and Password when logging into the Outlook e-mail system on campus or remotely off campus through the Outlook web page.

IMPORTANT Notes about Your Password: As soon as possible after receiving your password you should complete the “First Time Setup” process on Loyola’s Password Self-Service web page. (http://luc.edu/password) This will allow you to establish password reset settings that can be used later to verify who you are. These include a series of personalized challenge questions and a delivery method for the system to contact you (such as a text-capable phone number or a non-Loyola email account). You must complete this setup before your current password expires or needs to be reset.

Your password will expire approximately every 180 days and you must change it. If you do not change your password when it expires, you will be locked out and will not be able to login to any Loyola system until the password is changed. Once your password has been locked out you will need to follow the directions in the “What to do if you forget your Password or it has Expired” section below.
If you login to a Law School computer you will see a notice when your password expires asking you to change your password and telling you that you only have 5 grace logins remaining to change it before your password expires and you are locked out. **However, most systems such as the LOCUS system and Outlook email system will not notify you that your password is about to expire and that you must change it.**

If you do not login to a Law School computer you may not know when your password has expired until you are locked out. **It is important that you follow the steps below so you can reset your password yourself even from home if you are locked out.**

If you see the notice that your password has expired when you login to a Law School computer, follow the directions presented on the screen to re-set your password. If you don’t do this and your account gets locked out you will need to follow the directions in the “What to do if you forget your Password or it has Expired” section to change your password after it expires.

**How to change your Password when you know it:**
You must use the Password Self-Service web page to change your password. You can access this page via http://luc.edu/password then click on the “Go to reset tool” button in the 3rd box from the right. **PLEASE NOTE:** This process only applies if you have previously completed the first time setup process for the password self-service system as advised above. If you have not completed the setup process see the steps in the next section of these instructions.

**What to do if you forget your Password or it has Expired:**
**Law students** can use the Password Self-Service web page to reset their own password if they had previously completed the first time setup process (see sections below in this document for more details about using password self-service). If the first time setup process was not completed, then Law students will need to call the University Call Center at 8-4ITS (8-4487) from any campus phone, or 773-508-4487 from off campus. The Call Center hours are Monday - Friday 9am to 5pm.

**Law faculty and staff** can use the Password Self-Service web page to reset their own password if they had previously completed the first time setup process (see sections below in this document for details about using password self-service). If the self-reset credentials were not setup then Law faculty and staff can contact Law School Computing Services at ext. 5-7192 to get their password reset. This can also be done by calling the University Call Center at 8-4ITS (8-4487) from any campus phone, or 773-508-4487 from off campus. The Call Center hours are Monday - Friday 9am to 5pm.

**Password Self-Service First time setup:**
To complete the first time setup of the password self-service system you **must know** your current password. Go to the Password self-service web page ( http://luc.edu/password ) and click on the button labeled “Go to setup tool” at the bottom of the first time setup box. The next screens will prompt you for your user name, and current password. After entering these correctly you will be prompted to create five security questions. For each of the five questions choose one from the provided list that you can easily remember the answer to, and that someone else would be unlikely to know. After you have chosen your five questions and entered your answer to each one twice, you will be given the option to enter a personal (non-Loyola) e-mail address that can be used if you should forget your password. Finally you will have the option to enter a cell phone number as a third method to verify your identity if you ever need to re-set your password. This is also optional.

Once your have completed the first time setup process you will be able to reset your own password if it expires or you forget it in the future. To do this access the password self-service web page ( http://luc.edu/password ) and click on the “Go to reset tool” icon and follow the prompts.