

MyID Profile

What is MyID Profile?

This is the name for the MyID Management/password change system. The *profile* aspect of the new tool involves filling out secret question and answer pairs, one's cell phone number, address, etc. to be used for password recovery. The tool is currently located here:

<http://myidprofile.uga.edu>

You will be prompted to set up your MyID Profile when you set up your MyID password for the first time. If you do not have a completed MyID Profile, you will be required to complete it the next time you reset your password.

Features:

- Forgotten Password Reset Using:
 - Alternate Email Address
 - Secret Question and Answer
 - Cell Phone (Text)
- Set UGAMail Alias

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Filling out your MyID Profile

When you first log into your profile, you may see a yellow bar that indicates your profile is incomplete.

Step One: Fill Out Secret Questions

First time users will need to fill out their Secret Questions.

1. Click on *Your Secret Questions* under **Step 1: Setup Secret Questions**
2. Provide two questions under Self Question 1) and 2) and respond to these questions
3. Choose a unique question for each of the subsequent three questions and provide responses for those as well.
4. Click "Save Secret Questions."

Step Two: Select Verification Option

This section will allow you to choose which of the three password recovery options you would like to use in the event you forget your password. The first two options will require additional input, while the third should already be provided by this point.

- Selecting *Verify with Your Mobile Device* will require a mobile device that can receive text messages.
 1. Enter your telephone number
 2. Check your device for a text message with your verification code/passcode.
 3. Enter this code into the form. Click "Verify Passcode"

UGAMail Alias Rename

Only through special requests can MyIDs be renamed. Otherwise, users can now rename their UGA email address (while keeping their MyID@uga.edu address deliverable) by doing the following:

1. Head to <http://myid.uga.edu/>
2. Click on "Change UGA Email Address" in the left column.
3. Log in with your current MyID & password.
4. Click on the button entitled "Create New Email." If you have already changed your alias in the past, click the "Edit" text to the last entry in the list.
5. Type in the address as you would like it to appear in the "New UGAMail Address" field.

Concerning this address:

 - It may contain small letters and numbers, but cannot be all numbers.
 - It can contain one period but no other symbols (e.g. ,:@!).
 - It must be at least two and a maximum of 30 characters in length.

