

[Changing Your Password]

Easily change your GatorLink password by going online via the portal at <http://my.ufl.edu>

Directions

1. Log into the system via the myUFL portal, using your GatorLink user id and password (<http://my.ufl.edu>)
2. Navigate to My Account > Change My Password
3. To change your password, begin by entering your current GatorLink password
 - Then enter your new password in the two fields provided
 - Click the Change Password button

Your password:

- Must be at least nine characters long
- Cannot be the same as your Gatorlink user name
- Must include three of the following four elements
 - Upper case letters
 - Lower case letters
 - Digits
 - Acceptable punctuation

Your password may NOT:

- Be a word found in a dictionary
- Contain:
 - Commas
 - Spaces
 - Other punctuation marks like parentheses, asterisks, brackets, and ampersands as described on the Change My Password screen
- Click on the link "Acceptable Use Policy" and read the policy
 - When done, click on the X on the top right hand corner to close the box and return to the previous page
 - Check the box next to Accept if you accept the policy's terms
 - Click on the OK button

Store My Password Hint

To store a password hint:

- Navigate to My Account > Store My Password Hint

Provide a question (or select a question using the magnifying glass view icon) and then provide the appropriate response. This will be used to authenticate you in the event you need to change a forgotten password. Upon completing, click "Save".

You will be prompted for this information when you click the "Forgot Your Password?" link at my.ufl.edu



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Remember:

- Do NOT share your password with others
- Do NOT write your password down in a place easily found
- Do NOT use your birthday or some other identifier easily associated with you
- DO choose a password that you can remember



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