Logging into Computers in N15/N16 SEC and W215 Nebraska Hall – Fall 2016 Revision

Log on using your Active Directory account (USUALLY matches your blackboard account) and its password. IF you get an account disabled error message then it is possible your password is considered weak or just needs to be changed. It may also be that your Active Directory has not been activated.

**TWO STEP PROCESS IS *SUGGESTED: 1) change password then 2) Activation of Active Directory**

*if you skip to Step 2 and it doesn’t work, you will have to go through both Steps 1 and 2 again.

To change the password (make sure the new password follows the rules shown below) go to the website: [id.unl.edu](http://id.unl.edu)

Change the password and then try again. **Note the problem with this is that you need to be able to get to the web to make this change so you may need to use your smart phone or a friend that is logged in to get to the website.** There is also a phone number for the HELP desk [http://its.unl.edu/helpcenter](http://its.unl.edu/helpcenter)

Need help? Call 402-472-3970

Toll-free 866-472-3970 but that is a less than ideal way to change password.

### Change your My.UNL ID password

To change your password, please enter a new password below and click Save. This action will set the password for systems that use your My.UNL (Blackboard) and Active Directory.

Password

Confirm Password

**Passwords must conform to the following rules:**

- Must be between 8 and 127 characters in length
- Must not contain values of attributes: accountid, email, lastname, firstname, fullname
- Must meet at least 3 of the 4 following conditions
  - Contain at least 1 Numeric character
  - Contain at least 1 Special character, i.e.: !@#$%^&*()_+=-<>?,./
  - Contain at least 1 Uppercase letter
  - Contain at least 1 Lowercase letter

After changing your password THEN you should try to make sure your Active Directory account has been activated.

That website is [adactivation.unl.edu](http://adactivation.unl.edu)

Fill out needed information and the activation process will say when it was requested and when it should be completed... **READ and WAIT until after completion time has passed before trying to log in again.**