

# First-time Network Login Process

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For Incoming Students Newly  
Admitted to UOIT

Information Technology Services

# First-Time Network Login Process for Newly Admitted Students

## Introduction

UOIT Network, Blackboard and UOITnet email accounts use the same password. Newly admitted students must change the default network password assigned by the Registrar's Office before they can access the UOIT network and web applications.

To change your default network password, please follow the steps outlined below.

## Step 1

- Self-Service Network Password Management site <https://mypassword.dc-uoit.ca>
- Click Change my Password link



The Self-Service Network Password Management screen is redisplayed with a change password prompt:



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## Step 2

- Type your 9-digit Student ID in the **User Name** field
- Type your default/temporary **network** password in the **Password** field
- Click on **Submit**

The screenshot shows the 'Self-Service Network Password Management' interface. At the top, it features the logos for the University of Ontario Institute of Technology and Durham College. The main heading is 'Self-Service Network Password Management'. Below this, a blue instruction reads: 'Enter your user name and password to change your password'. The form contains three input fields: 'User Name' with the value '88888888', 'Password' with masked characters, and 'Domain' with a dropdown menu set to 'ONCAMPUS'. A 'Submit' button is located below these fields. A red arrow points to the Password field. At the bottom of the form, a message states: 'You will automatically be returned to Main Menu after 2:00 of inactivity' and 'Inactivity Counter: 1:58', with a 'Return to Main Menu now' button.

## Step 3

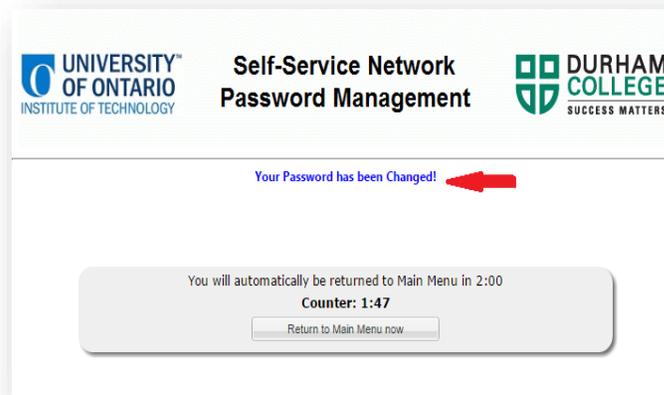
The Self-Service Network Password Management screen is redisplayed. The Generate button is selected by default.

- Click on the **Enter** button
- Type your new password in the **Password** and **Confirm** fields
- Click on **Change Password**

The screenshot shows the 'Self-Service Network Password Management' interface for Step 3. The heading is 'Set your new password'. There are two radio buttons: 'Generate' (selected) and 'Enter'. A 'Generate Password' button is next to the 'Generate' radio button. Below this, there are two input fields: 'Password' and 'Confirm', both with masked characters. A red arrow points to the 'Enter' radio button, and another red arrow points to the 'Confirm' field. Below the input fields, there is a yellow bar with the text 'Average' and a blue information icon. A 'Change Password' button is located below the yellow bar, with a red arrow pointing to it. At the bottom of the form, a message states: 'You will automatically be returned to Main Menu after 2:00 of inactivity' and 'Inactivity Counter: 1:58', with a 'Return to Main Menu now' button.

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The Self-Service Network Password Management screen is redisplayed with a Your Password has been Changed confirmation:



### Step 4

Continue with UOITnet email login process and go to [UOITnet Login Procedures](#).

### Questions

If you are having problems changing your network password or logging into UOITnet email, please contact the **Service Desk** at **905-721-3333**.