BEFORE GOING ON CO-OP

Here is some things you will need to do!

UW-Platteville’s Office of Information Technology requires each user to change their e-directory password every 90 days. However, if you are not using a campus computer running Novell software, you will not be asked to change your password and it will expire. Your email will continue to work regardless if you password is expired or not. Unfortunately, you will not be able to log into Peoplesoft® to register for classes if your password has expired. Below are some options you have to ensure you will be able to register for classes for the semester after your co-op.

1. Reset your password routinely.
   a. Reset it the first of every month. This way you will be less likely to forget to change your password.

   OR

2. Set up the challenge and response questions: (Recommended)

   Here is what you’ll need to do!

   (This is typically a one-time process.)

   1. Go to UWP Password Self-Service.
      • http://www.uwplatt.edu/go/pwm
2. Click on **Setup Responses**.

![Login Form]

3. Enter your UW-Platteville NetID and password
4. Click on the **Login** button

5. Since this is the first time you have logged in to Password Management, you will be asked to define your responses to the challenge questions. You must also supply one challenge question & response of your own.

**WARNING:** Your answers to the challenges are case-sensitive! Remember how you typed them!
6. Enter a Challenge Response for every Admin-defined required question

7. Enter a Challenge Response for every Admin-defined random question and enter a User-Supplied question and response

8. Click on the **Save Responses** button

9. Click on **Continue**.

10. Click on **Logout**.