

Instructions to Authenticate your Password Interweb/Blackboard

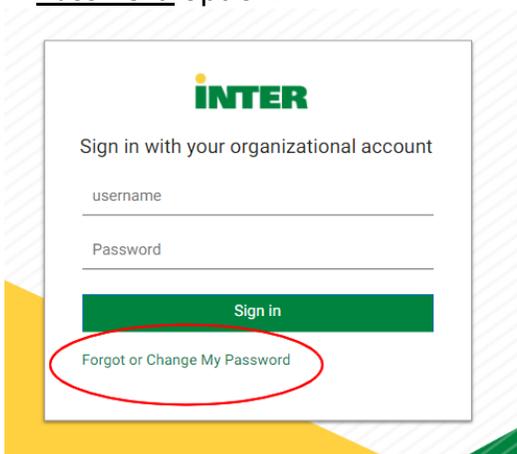
1. Go to the University website
<http://www.metro.inter.edu/>.



2. In the “Estudiantes” (Students) section you will find a button to access Interweb.



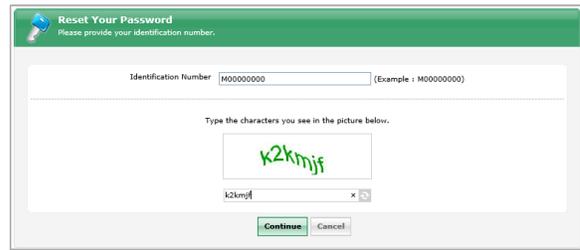
3. Click on the Forgot/Change My Password option.



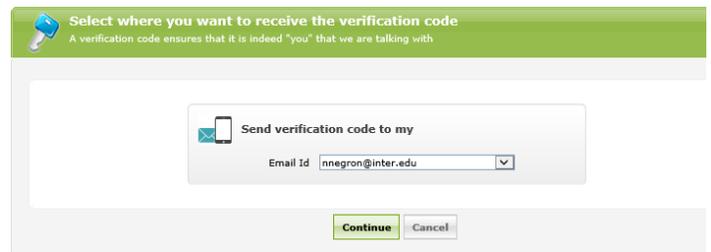
4. Click on the Reset Password option



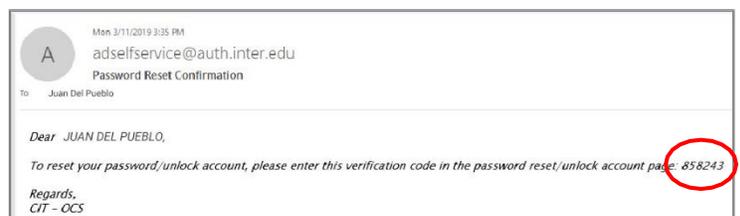
5. On the Reset Your Password page enter your student identification number, example: M00000000. Then complete the **Captcha** at the bottom of the screen and click Continue.



6. The system will then show you your university assigned institutional email account. The system will send you a verification code to this address. click Continue.

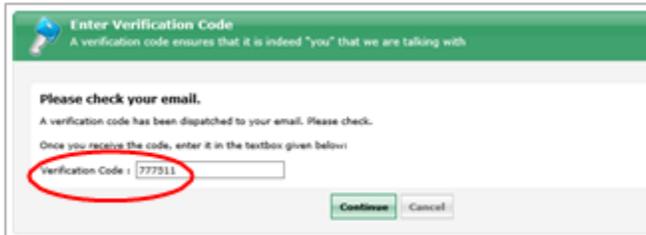


7. you will receive an email from (adselfservice@auth.inter.edu), in this email you will find your verification code, see the following example: (to access your institutional email go to <https://outlook.office365.com>)

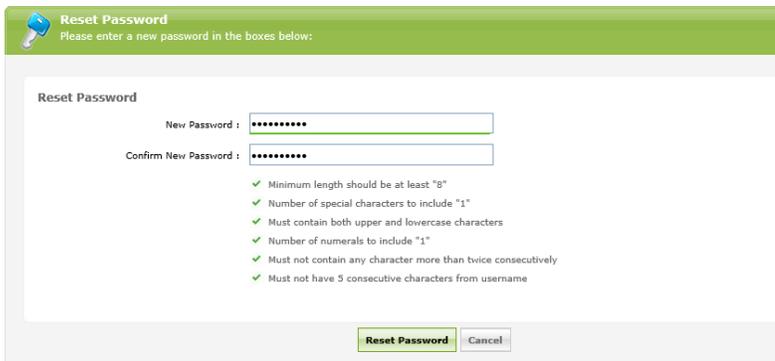


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- Copy the code you received on your institutional email were indicated in the **Verification Code** field and click **Continue**.



- Enter your new password. This must comply with all the requirements that are listed on the screen. When typing your password, a check mark **✓** will appear next to each requirement you have met. Click **Reset Password**



- You will see a message that your password has been reset successfully.



- You will also receive an email that your password has been reset successfully. See the following example:

