## 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.

INTER METRO

Universidad Interamericana de Puerto Rico - Metro Campus



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3. Click on the <u>Forgot/Change My</u> <u>Password</u> option.

|      | INTER                                 |
|------|---------------------------------------|
| Sigr | n in with your organizational account |
| use  | ername                                |
| Pa   | ssword                                |
|      | Sign in                               |
| Forg | ot or Change My Password              |

4. Click on the <u>Reset Password</u> option



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

| Reset Your Password<br>Please provide your identification number |   |
|--|---|
| Identification Number  | M00000000 (Example : M0000000)                  |
| Ту   | pe the characters you see in the picture below. |
|  | K2Kmjf  |
|  | k2kmjf × 😋                                      |
|  | Continue Cancel                                 |

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*.

| Select where you want to receive the verification code A verification code ensures that it is indeed "you" that we are talking with |  |
|---|--|
| Email Id nnegron@inter.edu  |  |
| 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)



 Copy the code you received on your institutional email were indicated in the <u>Verification Code</u> field and click <u>Continue</u>.



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

| PReset Password Please enter a new password in the boxes below: |  |  |  |  |  |
|---|--|--|--|--|--|
|   |  |  |  |  |  |
| Reset Password  |  |  |  |  |  |
| New Password :  | •••••  |  |  |  |  |
| Confirm New Password :  | ••••••   |  |  |  |  |
|   | ✓ Minimum length should be at least "8"  |  |  |  |  |
|   | <ul> <li>Number of special characters to include "1"</li> </ul>                  |  |  |  |  |
|   | <ul> <li>Must contain both upper and lowercase characters</li> </ul>             |  |  |  |  |
|   | <ul> <li>Number of numerals to include "1"</li> </ul>                            |  |  |  |  |
|   | <ul> <li>Must not contain any character more than twice consecutively</li> </ul> |  |  |  |  |
|   | <ul> <li>Must not have 5 consecutive characters from username</li> </ul>         |  |  |  |  |
|   |  |  |  |  |  |
|   | Reset Password Cancel  |  |  |  |  |

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

| INTER |   |   |              |
|-------|---|---|--------------|
|       |   |   |              |
|       | ø | The password has been reset successfully. |              |
|       |   |   | Back to home |

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

| A                 | the 1/14/2019 1034 AM<br>adselfservice@auth.inter.edu  |
|-------------------|--|
| To Juan d         | Password Reset Acknowledgement<br>el Pueblo Campos   |
| Dear J            | UAN DEL PUEBLO CAMPOS.   |
| You ha            | ve successfully reset your Banner Password account(s) through Reset Password System of InterAmerican University of PR. |
| If you a          | lon't recognize this change, please send email to passwordreset@inter.edu.   |
| Regard<br>CIT - O | ь.<br>С  |