



LOYOLA
UNIVERSITY
CHICAGO

Law School Computing Services User Memo

Managing your login IDs for Loyola Systems

No. 8

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Overview:

The purpose of this user memo is to explain how to manage the login ID you have to the various Loyola systems. This memo will describe what a Loyola Universal Computer ID (UVID) is and provide directions to setup your ID so you can reset your own password if you forget it in the future.

What is a Loyola Universal ID or UVID:

Your Loyola Universal Computer ID (UVID) sometimes referred to as Login ID, Network ID or Username is unique to you at Loyola and will be yours while you are at Loyola. Generally your Universal ID will be the first letter of your first name and your last name. For example Jane Smith would have an ID of jsmith. When your ID is created if it is the same as an existing ID you may have a number attached. In the example above if jsmith was already in use then Jayne Smith would be issued jsmith1 as her Universal ID.

All Law faculty, staff and students will be issued a unique Loyola Universal ID when they join Loyola.

Systems most people at the Law School will use their Universal ID for :

There are various computer systems and services at Loyola that will require you to login using your Universal ID and password. When you are prompted to login to one of these systems enter the Universal ID you were issued and use the current password you have set for that account. Three systems most people will use their Universal ID and password for at the Law School are:

1. Logon to a Law School Computer: Use your Universal ID and Password when logging into a computer at the Law School. These computers are located in the Law Library, the Law School Computing Center and Law School offices located in 25 East Pearson - The Loyola Law Center. Law School computers are also available in the Loyola ChildLaw Center located in 16 East Pearson.

2. Logon to the LOCUS system: Use your Universal ID and Password when logging into the LOCUS system. LOCUS (Loyola's Online Connection to University Services) is the university's Web-based, self-service system that enables students, faculty and staff to access information and services online, virtually anytime. The LOCUS web page can be accessed by clicking on the LOCUS button on the top right corner of the university web page at <http://www.luc.edu>

3. GroupWise E-mail System: Use your Universal ID and Password when logging into the GroupWise e-mail system on campus or remotely off campus through the GroupWise web page.

IMPORTANT Notes about Your Password: Your password will expire approximately every 180 days and you must change it. If you do not change your password when it expires, you will be locked out and will not be able to login to any Loyola system until the password is changed. Once your password has been locked out you will need to follow the directions in the "What to do if you forget your Password or it has Expired" section below.

If you login to a Law School computer you will see a notice when your password expires asking you to change your password and telling you that you only have 5 grace logins remaining to change it before your password expires and you are locked out. **However, most systems such as the LOCUS system and GroupWise email system will not notify you that your password is about to expire and that you must change it.**

If you do not login to a Law School computer you may not know when your password has expired until you are locked out. **It is important that you follow the steps in the “Setup your ability to self manage your password using PAM” section below so you can reset your password your self even from home if you are locked out.**

If you see the notice that your password has expired when you login to a Law School computer, follow the prompts to change your password immediately to avoid being locked out. If you don't do this you can follow the directions in the next section to change your password before it expires.

How to change your Password when you know it:

If you are logged into a computer at the Law School you can change your password at any time while you are logged in to the system. Hold the CTRL and ALT keys and hit the DEL key. On the screen that appears, click on the button that says CHANGE PASSWORD. Follow the prompts to change your password.

You can also use the Personal Account Manager (PAM) web page to change your password. You can access PAM at <https://pellonia.it.luc.edu/iuadmin> then click on the Change Your Password link on the upper left corner of the page.

What to do if you forget your Password or it has Expired:

Law students can use the Personal Account Manager (PAM) web page to reset their own password if they had previously setup the self-reset credentials (see sections below in this document for details about using PAM). If the self-reset credentials were not setup then Law students will need to come to the Law School Computer Center on the 4th floor of the Law Library to have their password reset. You will be required to show a picture ID. This can also be done by calling the University Call Center at ext. 4-4444 (773-508-7190 off campus), the Call Center hours are Monday - Friday 9am to 5pm.

Law faculty and staff can use the Personal Account Manager (PAM) web page to reset their own password if they had previously setup the self-reset credentials (see sections below in this document for details about using PAM). If the self-reset credentials were not setup then Law faculty and staff can contact Law School Computing Services at ext. 5-7192 to get their password reset. This can also be done by calling the University Call Center at ext. 4-4444 (773-508-7190 off campus), the Call Center hours are Monday - Friday 9am to 5pm.

What is the Personal Account Manager (PAM):

The Personal Account Manager (PAM) is a web page that will let you change and reset your own password if it expires or you forget your password. You can access PAM at <https://pellonia.it.luc.edu/iuadmin>

Setup your ability to self manage your password using PAM:

To setup the self-reset credentials you must know your current password. Go to the PAM web page and click on the icon labeled Reset Your Own Password. The next screen will prompt you for your Username, enter it and click next. On the next screen click on the blue link with your Username and then click on the Setup button. Next fill in the form with your current password and create question #1 (for example type in “What is my dog’s name?”). Create an answer to that question (for example “Triumph”). Create question #2 and the corresponding answer. Click the Save button and that is all you need to do to setup your self-reset credentials.

Once your self-rest credentials are setup you will be able to reset your own password if it expires or you forget it in the future. To do this get to the PAM web page and click on the Reset Your Own Password icon and follow the prompts.