

Reset/Change Password on the Hub

<https://hub.thiel.edu>

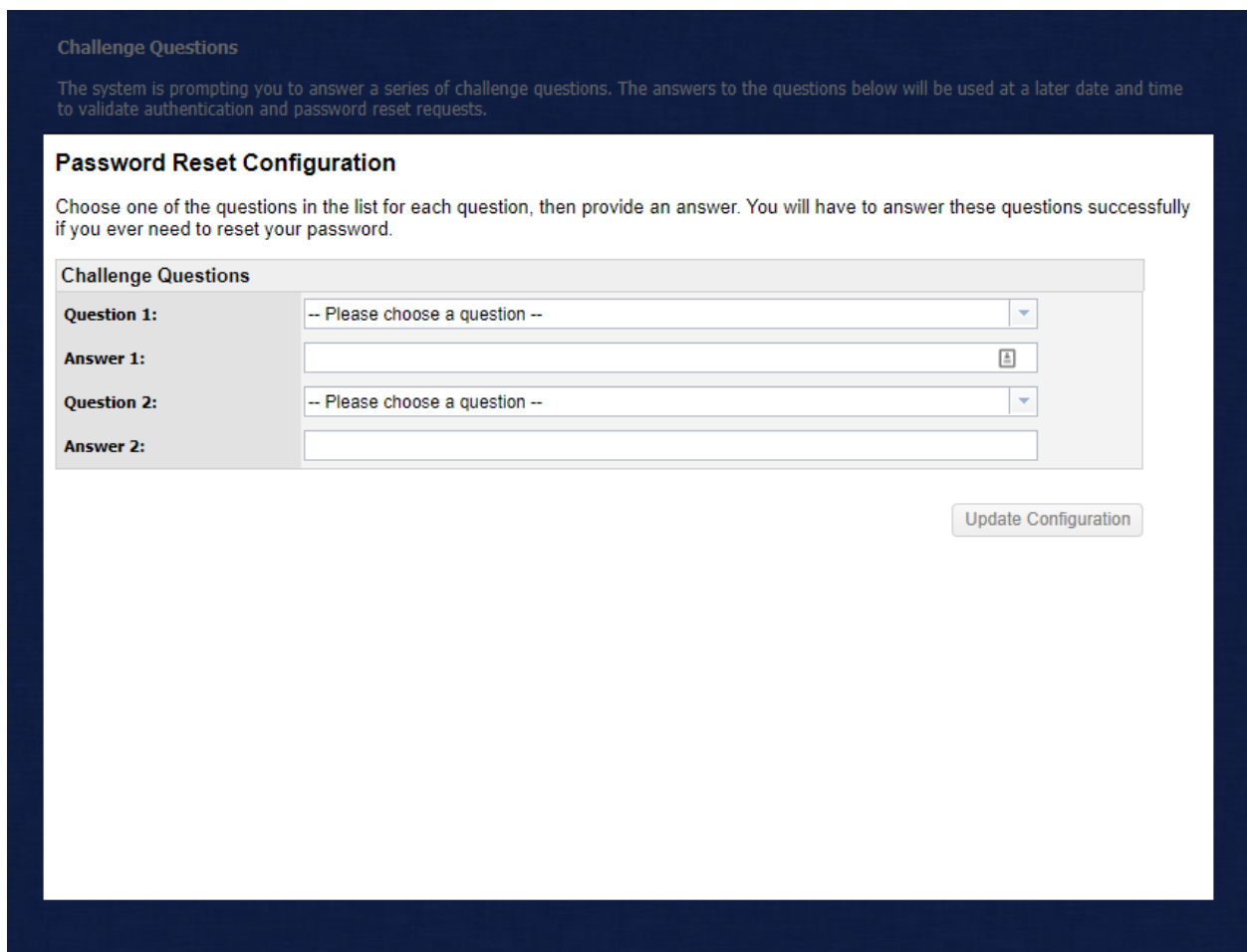
You cannot reset or change your password until you set your security questions.

Log into the hub using the supplied Username and Password on your Green Sheet.



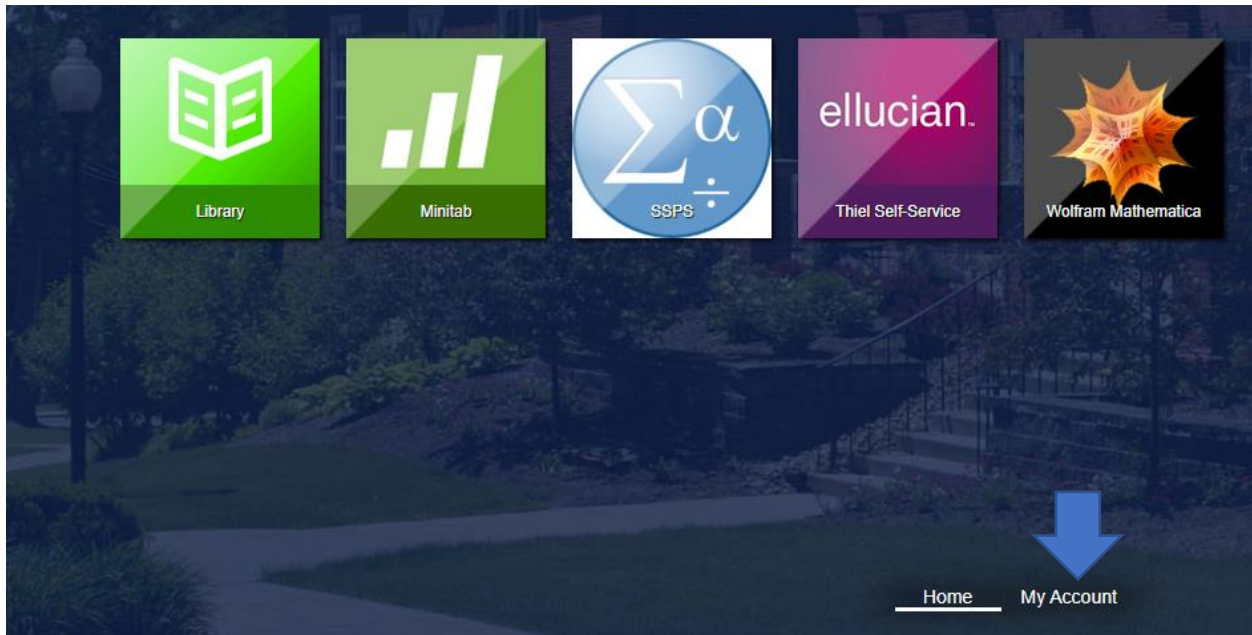
The screenshot shows a login form on a dark blue background. On the left, there are two input fields: 'Username' containing '123456789' and 'Password' containing '*****'. Below them is a 'Log In' button. Two blue arrows point from the right towards each input field. On the right side, there are two links: 'Reset Password' with a key icon and 'System Check' with a checkmark icon. The text for 'Reset Password' says 'Click here if you have forgotten your password' and for 'System Check' it says 'Click here to run a system check'.

Once logged in you should see the next windows below asking you to set your security questions. Please select two and put your answers in and click update configuration.



The screenshot shows the 'Challenge Questions' section of the Password Reset Configuration page. It has a title 'Challenge Questions' and a sub-header 'Password Reset Configuration'. Below the sub-header is a paragraph: 'Choose one of the questions in the list for each question, then provide an answer. You will have to answer these questions successfully if you ever need to reset your password.' The form contains two sets of fields: 'Question 1' and 'Answer 1', and 'Question 2' and 'Answer 2'. Each question field is a dropdown menu with the text '-- Please choose a question --'. Each answer field is a text input box with a small lock icon on the right. At the bottom right of the form is a button labeled 'Update Configuration'.

Next click on My Account at the bottom of the screen.



Now click on Change Password.



Once here enter your old password and your new password twice. You must follow the Password Policy guidelines.

Change Password

Please follow the [Thiel Password Policy](#) and enter a [strong password](#). You can use [this tool](#) to help you create one. Passwords must be at least 8 characters and contain the following: 1 uppercase character, 1 special character, and 1 numeric character. Passwords cannot contain your first name, last name, ID number, or be any of your last 5 used passwords.

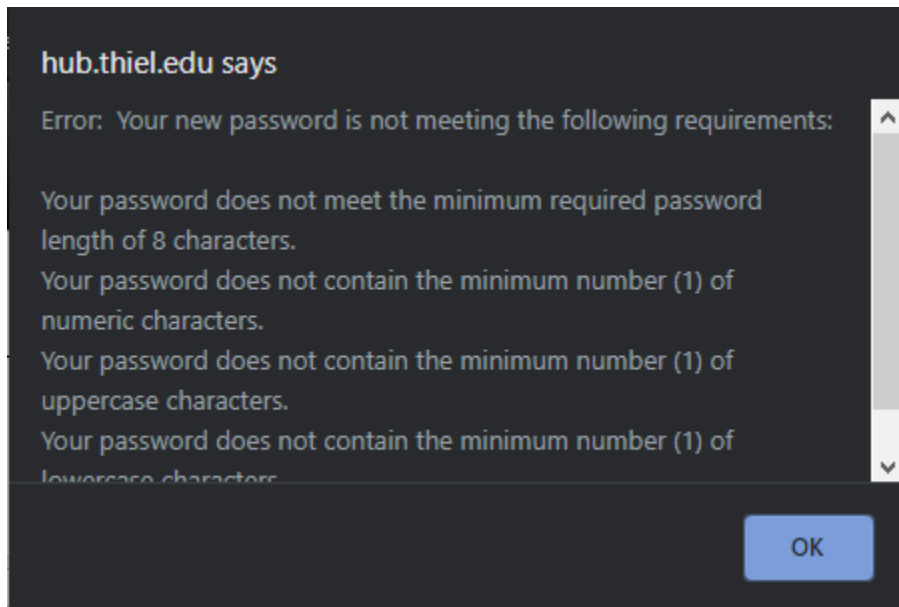
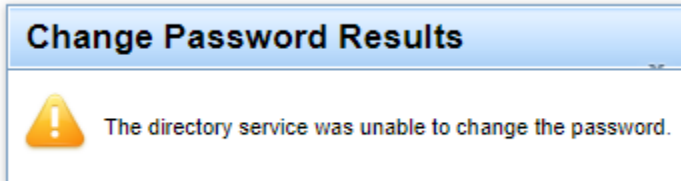
[Password Requirements](#)

Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

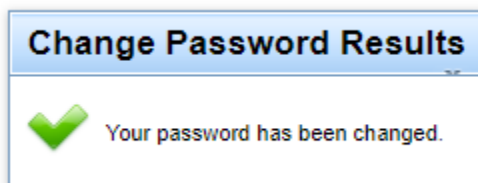
You can click on Change Password when ready.

Change Password

If you get the either of the message below your password doesn't meet the requirements. Please try a more complex password.



Once your password meets requirements you will see the box below.



You can then click on the X in the upper-left corner to close the windows. Your new password is ready to use.