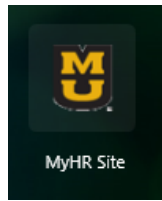


New Account Password Setup

A new user will not have a password so will need to go through the new user setup.

1. Access **MyHR** on Citrix Receiver



User ID

Password

2. Click **Create Your Password**

[Create Your Password](#)

[Forgot Your Password](#)

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New User Setup

Please enter your username below.

Username:

3. Type in your **AD username**

4. Click **Submit**

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New User Setup

We have no phone number or email address on file for your account. Please contact your campus IT Tech Support <https://www.umsystem.edu/ums/is/helpdesks>.

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If alternative e-mail or phone number is not listed within PeopleSoft, user will receive this message.



New User Setup

Please choose the delivery method for your passcode.

- Phone/Mobile xxx-xxx-3553
 Voice
 SMS/Text
 Email xxxxx@hotmail.com

Submit

6. Click **Submit**

5. Select **delivery method** radio button for passcode to be received.



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Secure Code will be sent to user by deliver method selected in step 5.

7. Enter the numerical security code.



New User Setup

Username:
 First Name:
 Last Name:
 Mobile/Alternate Phone:
 Work/Home Phone:
 Voice or SMS use may incur carrier charges.
 Primary University Email:
 External/Non-University Email:

Updating phone and/or email will only change this information within the Secure Authentication toolkit. Log in to myHR, myZou, Pathways, JoeSS, or myView to update your University contact information.

Knowledge Based Questions (required)

Hide Typing Below

Q: What is the name of your first school?
 A:
 Q: What was the make/model of your first car?
 A:
 Q: What was the make/model of your first bike?
 A:
 Q: What city were you born?
 A:
 Q: What was your dream job as a child?
 A:

For Help Desk verification:

Q: What is the name of your favorite childhood friend?
 A:

This form **MUST** be completed by the account holder. By clicking 'Update,' you certify yourself as the actual account holder (not someone completing registration on their behalf).

Update Reset

8. Complete **RED** required fields.

9. Click **Update**



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New User Password Setup

Please enter your username below

Username:

Submit

10. Now, you are ready to create a password.

Type your **AD username**

11. Click **Submit**



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New User Password Setup

Please choose the delivery method for your passcode.

- Send login request to Seth's iPhone
- Send passcode to Seth's iPhone
- Time-based Passcode - SecureAuth OTP Mobile App
- Phone/Mobile xxx-xxx-3553 Voice SMS/Text
- Phone/Mobile xxx-xxx-8888 Voice SMS/Text
- Email xxxxx@hotmail.com

12. Select **delivery method** radio button for passcode to be received.

Submit

13. Click **Submit**



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Secure Code will be sent to user by deliver method selected in step 12.

14. Enter the numerical security code.

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New User Password Setup

Please enter a new password below.

Username:

New Password:

Confirm Password:

15. Create new Password based on guidelines below.





16. Click Submit

Password must not contain your username.
Password must differ from previous 24 password(s).

Password length must be 7 or more characters.
Contain at least 3 character from at least 3 of the following:

- 1 digits (0-9).
- 1 symbols (!, @, #, \$, %, ^, etc.).
- 1 uppercase English letters (A-Z).
- 1 lowercase English letters (a-z).

The password that you are setting will allow you to access information technology devices, systems and networks owned by the University of Missouri System. Access to and use of these resources is governed by the [University of Missouri Acceptable Use Policy](#) and is subject to monitoring in accordance with these policies. Abuse, misuse, unauthorized access and unauthorized disclosure of confidential information are prohibited.

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