

First Time Setup for New Users

Version 9

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Set up your personal email and/or SMS cellphone number as password recovery methods if you forget your password.

1. In your Welcome email, click the link under "Please set-up your profile by following these steps"
2. Sign in with your Seneca email address and password in the Welcome email.
3. If you are logging in with a temporary password you will be prompted to change your password. Your password must meet the [minimum requirements](#) to proceed.
 - a. Enter your temporary password in the "Old Password" field
 - b. Enter your new password and confirm your new password
 - c. Click Submit
 - d. Upon updating your password successfully, you will be prompted to log in again with your new password.
4. Now you can update your phone number and personal email as password reset methods. If you forget your password, you can use one of the two methods to reset your password. It is best to set up 2 methods.

First Time Setup Video



Additional Information

Here are a list of additional resources to assist you with MyID Self Service:

1. Refer to the [Frequently Asked Questions](#).
2. Refer to the [IT Acceptable Use Policy](#).
3. Review the [Password Rules](#)

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