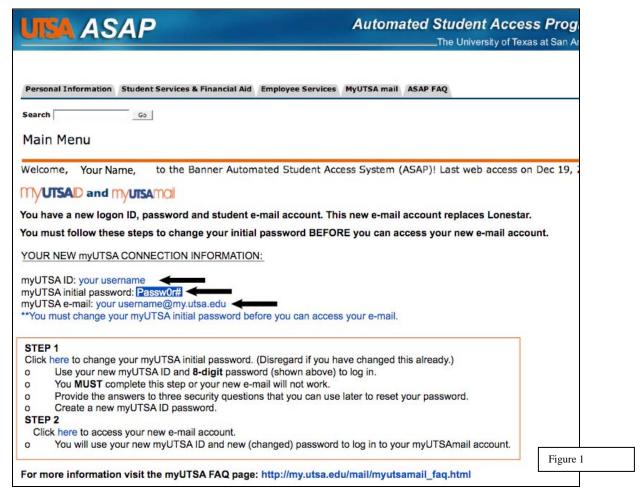# Setting up Your New Login ID Through ASAP.
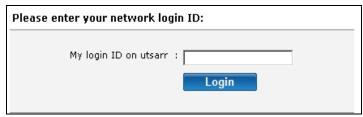

Figure 1

1. Log in to ASAP using your Banner number and PIN.
2. Click **Continue**.
3. Your new ID, initial password and e-mail address will be displayed (Figure 1).
4. Write down or note this new information.
5. In Step 1, click on the link to change your initial password and to setup your three security questions.

Figure 2

6. On the Network Account Reset Page (Figure 2), click **Please Click Here to Continue**.

Please enter your network login ID:

My login ID on utsarr : [   ]

Login

7. Enter your new myUTSA ID, and then click the **Login** button. (Figure 3).
8. Enter your initial password.
9. You must now choose and answer your three security questions. You cannot repeat a security question. When finished, submit your answers.
10. Choose the *change passwords* option.
11. Enter your new password, and then confirm it in the second box by typing it in again.
12. Password Criteria:
    a. Minimum of 8 characters
    b. At least one letter
    c. At least one number
    d. At least one special character. (For example, ! @ # $)
13. Once completed, you may close the window and exit ASAP.

You have successfully changed your password and may log in to the Library and SCS Labs. Your new login will also work on AirRowdy, PrintSmart and on campus computer systems.

In the future, if you need to unlock your account by resetting your password, you can go to the Network Account Reset Page at:
https://polaris.utsa.edu/default631/docs/en-us/index.html