

Setting up Your New Login ID Through ASAP.

UTSA ASAP Automated Student Access Program
The University of Texas at San Antonio

Personal Information Student Services & Financial Aid Employee Services MyUTSA mail ASAP FAQ

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Welcome, Your Name, to the Banner Automated Student Access System (ASAP)! Last web access on Dec 19, 2011

myUTSAID and myUTSAmail

You have a new login ID, password and student e-mail account. This new e-mail account replaces Lonestar.
You must follow these steps to change your initial password **BEFORE** you can access your new e-mail account.

YOUR NEW myUTSA CONNECTION INFORMATION:

myUTSA ID: your username
myUTSA initial password: Passw0r#
myUTSA e-mail: your username@my.utsa.edu
**You must change your myUTSA initial password before you can access your e-mail.

STEP 1
Click [here](#) to change your myUTSA initial password. (Disregard if you have changed this already.)

- o Use your new myUTSA ID and **8-digit** password (shown above) to log in.
- o You **MUST** complete this step or your new e-mail will not work.
- o Provide the answers to three security questions that you can use later to reset your password.
- o Create a new myUTSA ID password.

STEP 2
Click [here](#) to access your new e-mail account.

- o You will use your new myUTSA ID and new (changed) password to log in to your myUTSAmail account.

For more information visit the myUTSA FAQ page: http://my.utsa.edu/mail/myutsamail_faq.html

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.

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Network Account Reset Page



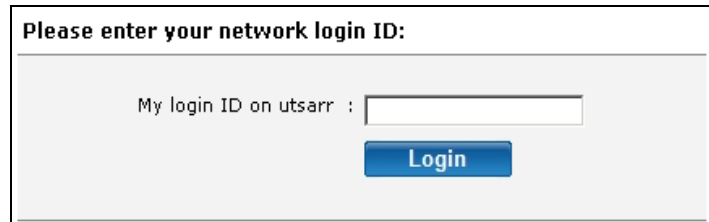
For use by UTSA Faculty/Staff and Students Only.
Unauthorized access to this system is prohibited.
Violators will be prosecuted.

[Please Click Here to Continue](#)

[Close this window](#)

Figure 2

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

A screenshot of a web form titled "Please enter your network login ID:". Below the title is a text input field with the placeholder text "My login ID on utsarr :". To the right of the input field is a blue button with the text "Login".

Please enter your network login ID:

My login ID on utsarr :

Login

Figure 3

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>