NETID FIRST TIME INSTRUCTIONS

1. Make sure you have your correct NetID username (reference the email you received) You may also look up your username using the [Student Directory](#) (everything before @ in your email address is your NetID username).

2. Go to [netid.uwosh.edu/changePassword](#) (keep these instructions open as well)

3. On the page linked above, click the circle next to "First time activation"

4. Enter your NetID username into the first box (do not include "@uwosh.edu)

5. Enter your 7-digit UWO ID number in the second box.

6. Type your new password in the third box.
   - Your password must meet the requirements shown on the password change page.
   - Once your password meets the requirements, an "acceptable password" message will appear to the right of the box.

7. Re-type your password, making sure that "passwords match" (message will appear to the right of the text box).

8. Click "Change Password." You should then receive a message that says password change was successful.
   - **If you receive Error 1:** You may have entered incorrect information. Double check that your username and ID number are typed correctly.
     - You may look yourself up in the [Student Directory](#) to confirm your NetID (everything before the @ of your email address).
   - **If you receive Error 4:** You have already created a password for your NetID. If you forgot this password, you must reset using the instructions for returning students below.

If, after following these instructions, you are still receiving an error, you may call the Help Desk for assistance. The Help Desk is available Mon-Fri from 7:30am-4:30pm at 920-424-3020. The CAPP Office is unable to assist with any NetID issues that are not address in the above instructions.