

Activating your account in the new system

1. Open the Activation webpage (<https://webapps.ohio.edu/myid>)
2. Existing users who need to upgrade to the new system will need to choose the second option.

OHIO UNIVERSITY
Monday November 14, 2011

OHIO ID Activation

[I'm New to Ohio University and need to Activate my account for the first time.](#)

[I am already using my OHIO ID and need to update my password and set my secret questions for the first time.](#)

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3. Enter your OHIO id (formerly Oak id) and password and choose “Continue”

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OHIO ID Activation

Please enter your current OHIO ID and password below to update your password and set your secret questions. If you do not know your OHIO ID and password, please contact the OIT Service Desk at servicedesk@ohio.edu or call (740) 593-1222.

Ohio ID:

Password:

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4. Enter a new password and again to confirm. New passwords must meet the following password complexity rules.
 - a. Passwords must be at least 8 characters
 - b. Passwords must contain at least 1 alphabetical character
 - c. Passwords must contain at least 1 numeric character
 - d. Passwords cannot contain more than 1 repeating character
 - e. Passwords cannot contain your OHIO id or your name

NOTE: Once the password has changed you will need to update any mobile devices or programs that have your old password saved.

5. Choose and answer 5 questions from the 25 predefined questions. If you forget your password later, your answers must match exactly as entered. Choose Save to submit your activation.

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OHIO ID Info
Undergrads: Learn more about CalMail
Grads and Employees: Learn more about Exchange

OHIO ID Activation

Your OHIO ID is **empltest**

To finish activating your OHIO ID, please choose a password. Your password must be at least eight characters long, must include both alphabetical and non-alphabetical characters, cannot include consecutive matching characters, cannot include your name, and cannot match your OHIO ID.

New Password:
Confirm New Password:

Choose 5 questions from below and provide unique memorable answers to each. These questions are used to verify your identity if your password is forgotten.

Question 1: What is your favorite vacation spot?
Answer 1:

Question 2: What is your LEAST favorite food or beverage?
Answer 2:

Question 3: Last six characters of your favorite membership card?
Answer 3:

Question 4: What is your mother's maiden name?
Answer 4:

Question 5: Who was the first person you kissed?
Answer 5:

6. A confirmation page will be displayed if your activation was successful.

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You have successfully activated your OHIO ID.

Please note that you cannot change your password by returning to the previous page. You may change your password by clicking [here](#).

Your OHIO ID and password are your keys to most online services at Ohio University. It is very important that you know and protect this information.

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