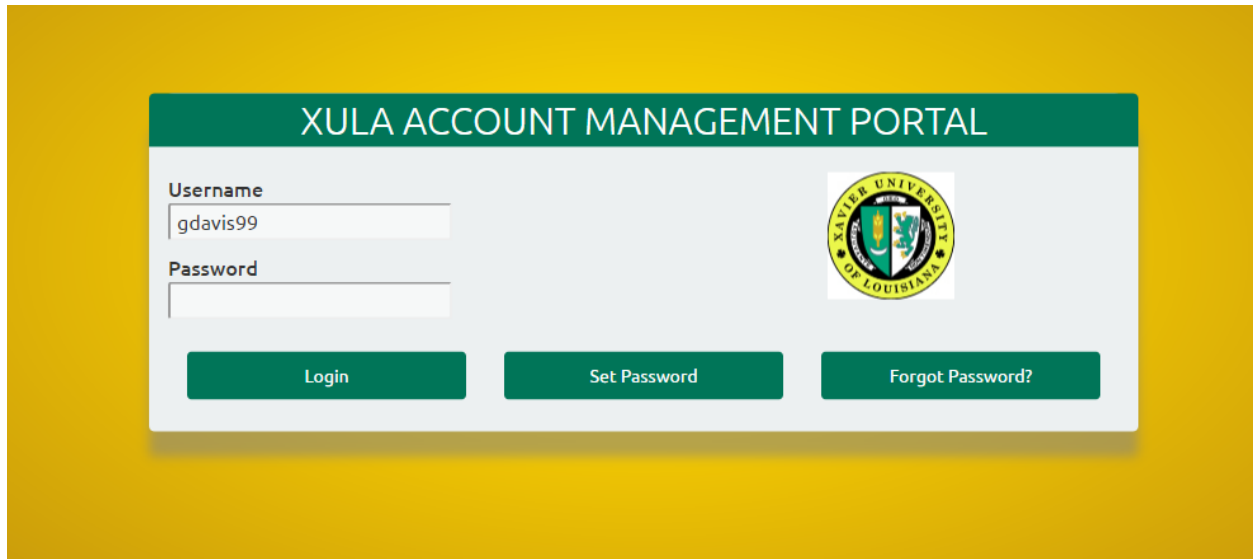


Using Xavier Password Management Tool to Change Blackboard, Windows and Wi-fi passwords:

1. Go to www.xula.edu
2. Select Account Mgmt. link at the top left of the homepage
3. Next enter **(yourusername)** **Example: gdavis99**



The screenshot shows the 'XULA ACCOUNT MANAGEMENT PORTAL' interface. It features a green header with the title. Below the header, there are two input fields: 'Username' with the text 'gdavis99' and 'Password'. To the right of the input fields is the Xavier University of Louisiana logo. At the bottom, there are three green buttons: 'Login', 'Set Password', and 'Forgot Password?'.

Then click **Forgot Password** and next screen will direct you to your Xavier email.

4. The **End-User Self Service** window will appear

End-User Self Service

A One-Time Password (OTP) has been emailed to:

nxxxxxx@xula.edu

It could take 20-30 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

Username

Requested Action: Reset Forgotten Password

One-Time Password

[Problems with the OTP?](#)

Continue

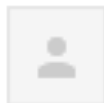
Cancel

5. Open the message to your Xavier email account, Subject: **New OTP for Password reset**

Example:

New OTP for password reset

Inbox x



Xavier University of Louisiana <pguser@xula.edu>

to me ▾

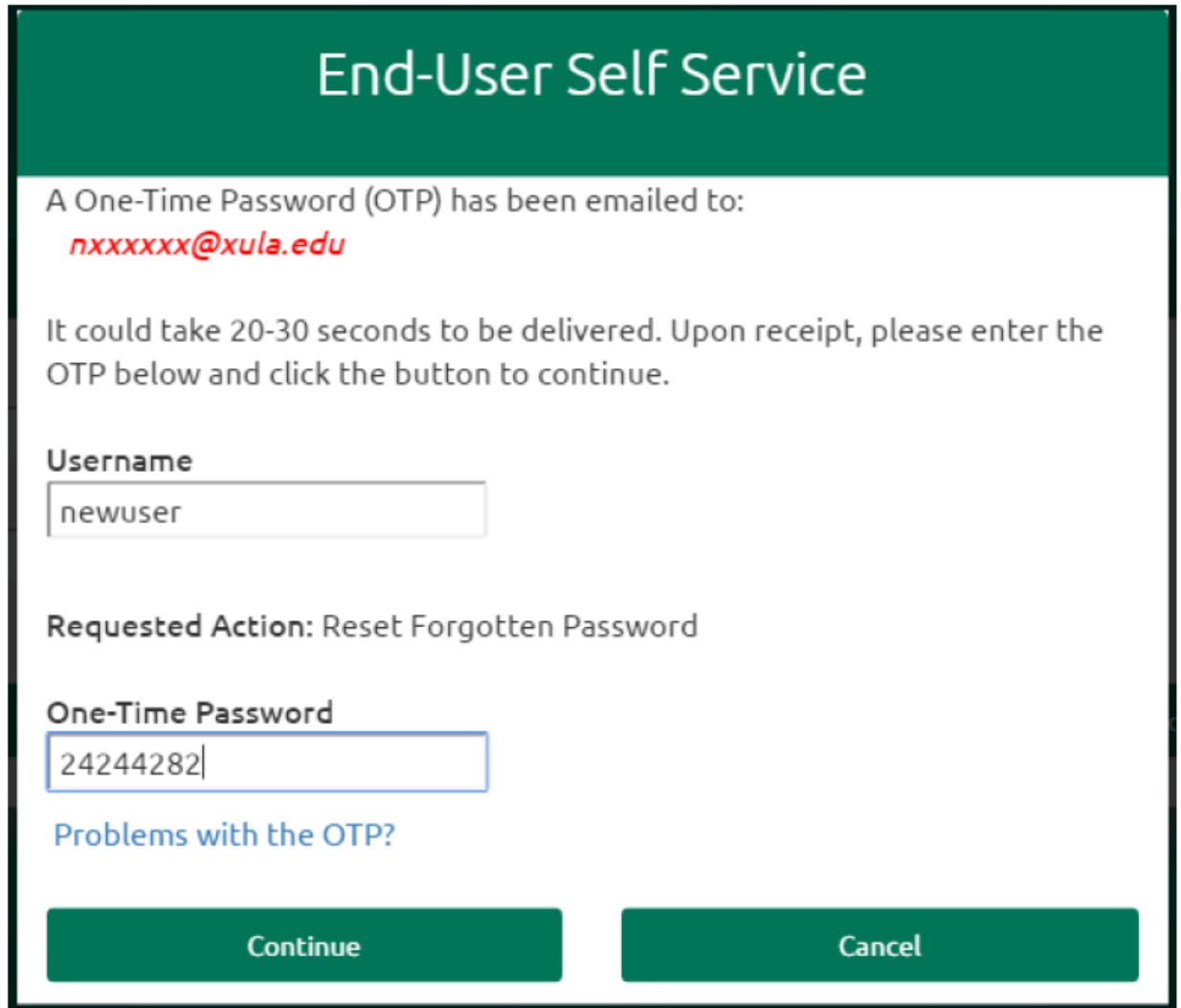
Here is your one-time use passcode: 24244282

Enter this value to continue resetting your forgotten password.

You can delete this message immediately after use.

6. Copy the one-time use passcode and enter it into **One-Time Password** field of the **End User Self Service** window and click **Continue**.

Example:



The screenshot shows a window titled "End-User Self Service" with a green header. The main content area is white and contains the following text and form elements:

- A message: "A One-Time Password (OTP) has been emailed to: *nxxxxxx@xula.edu*"
- Instructions: "It could take 20-30 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue."
- A "Username" label above a text input field containing "newuser".
- A "Requested Action: Reset Forgotten Password" label.
- A "One-Time Password" label above a text input field containing "24244282".
- A blue link: "Problems with the OTP?"
- Two green buttons at the bottom: "Continue" and "Cancel".

After entering the One-Time Password you will be taken to the password reset screen.

Note: Your password must have at least 8 characters, with at least 1 capital letter and one number. Your name can't be part of your password, nor can you use a password you used in the past.

7. Enter a **New Password** and confirm it, then click **Continue**

Example:

End-User Self Service

Please enter your new password in the fields below.

Identity Verified

Username

Requested Action: Reset Forgotten Password

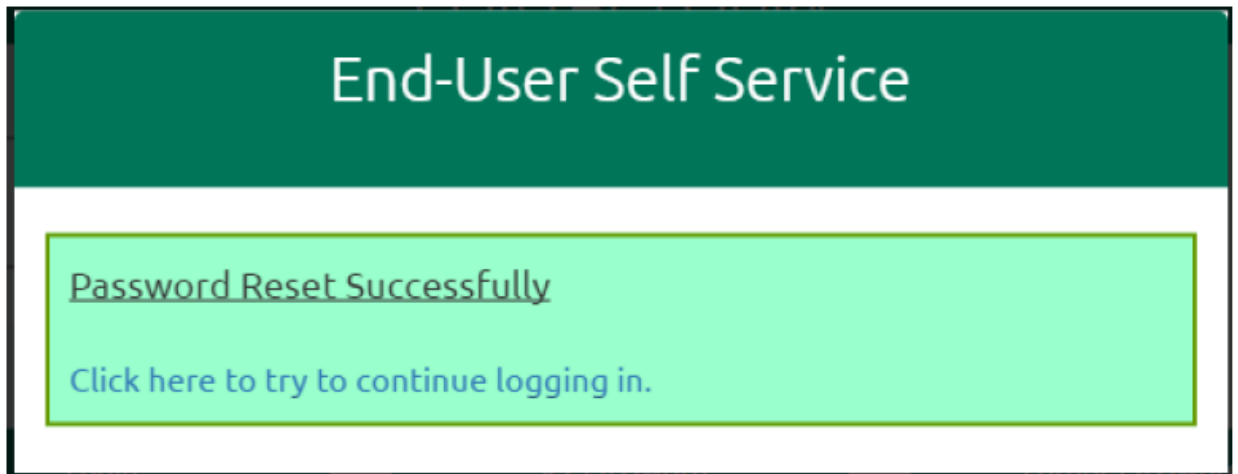
New Password

Confirm New Password

Continue**Cancel**

8. Successful password reset will present the following window

Example:



9. Once the password has been reset, you will log into Blackboard with your username and your now changed password

Example:

The image shows a screenshot of the Blackboard login page. It is divided into three main sections:

- XCard Account Access:** A box with a title "XCard Account Access" and text: "Access your XCard account using the link below. Use your Xavier e-mail username and password to authenticate. Anyone can also use the Guest Deposit feature to add funds to a Rushbuck\$ account." Below the text is a blue link labeled "XCard Access".
- Login Here:** A box with a title "Login Here" and two links: "Change Text Size" and "High Contrast Setting". Below these links is a message: "You are not logged in ***** NOTICE***** Starting Monday, May 22, 2017, you will need to use your Windows (or wireless network) password to login to Blackboard. Your username is the same as before. ***** NOTICE*****". Below the message are two input fields: "USERNAME:" with the value "newuser" and "PASSWORD:" with masked characters. A blue "Login" button is positioned below the password field.
- Choose a Language Pack:** A box with a title "Choose a Language Pack" and a section "Available languages:" listing: "English (United States)", "Español (España)", "Français (France)", and "日本語 (日本)".