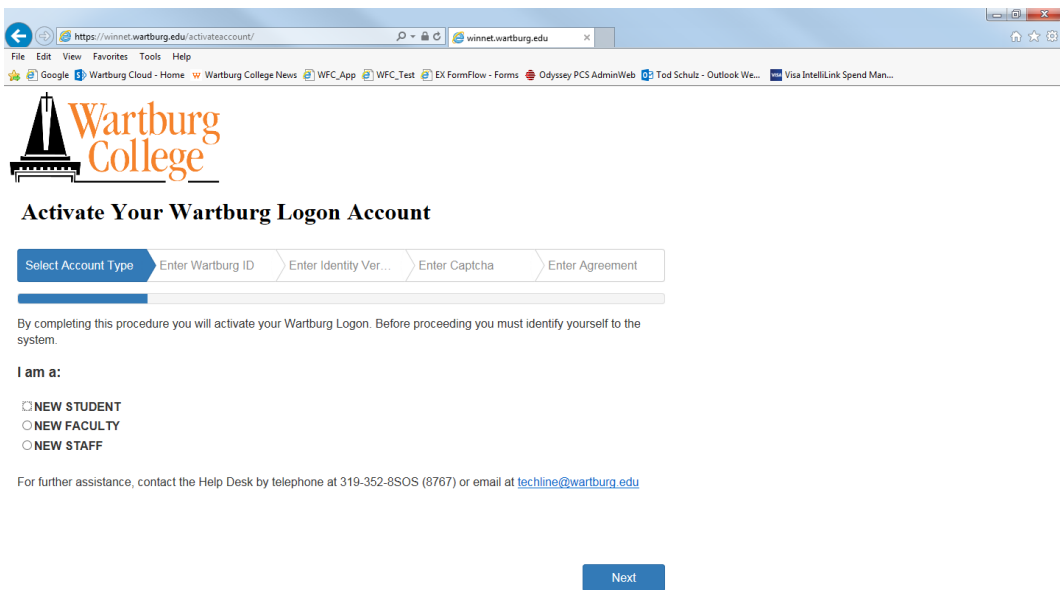
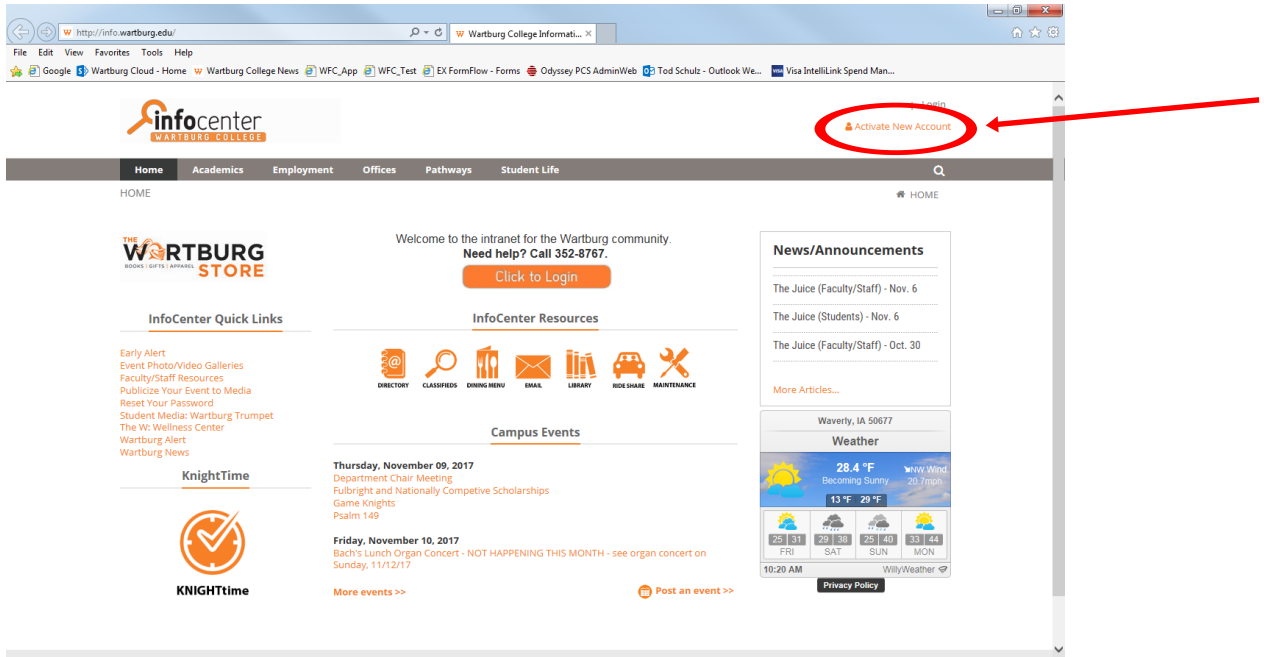


Wartburg Account Activation Tasks

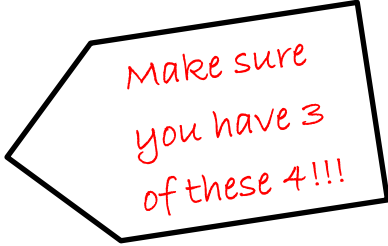
Task 1 – Activate Your Account First go to <http://info.wartburg.edu/>, then click on the **Activate New Account** link in the upper right hand corner. You will need your Wartburg ID# to complete this process. This will generate a document that contains important information, including your username and password for your email account. Make sure you save your username and password.



Task 2 – Change your password

The password that you are given when activating your account is computer generated for security purposes, but is not easy to remember. If you wish, you may change your password to something that is easier for you to remember, if you follow the steps below.

1. Go to <http://exchange.wartburg.edu> and log in to your email account with your user name and password.
2. Under your name in the upper right hand corner of the window, select “Options”.
3. From the list of options presented, choose “Change Your Password . . . “
4. Enter your old password and then your new password. You will enter the new password twice to ensure there are no typos. Also remember that your new password must:
 - **Have at least 8 characters**
 - **Contain 3 out of the following 4 categories**
 - Lower case alphabetic (a,b,c,...)
 - Upper case alphabetic (A,B,C,...)
 - Numerals (1,2,3,...)
 - Special characters (~!@#%\$, etc.)
 - **NOT contain part of your name**
5. Press “Save”.

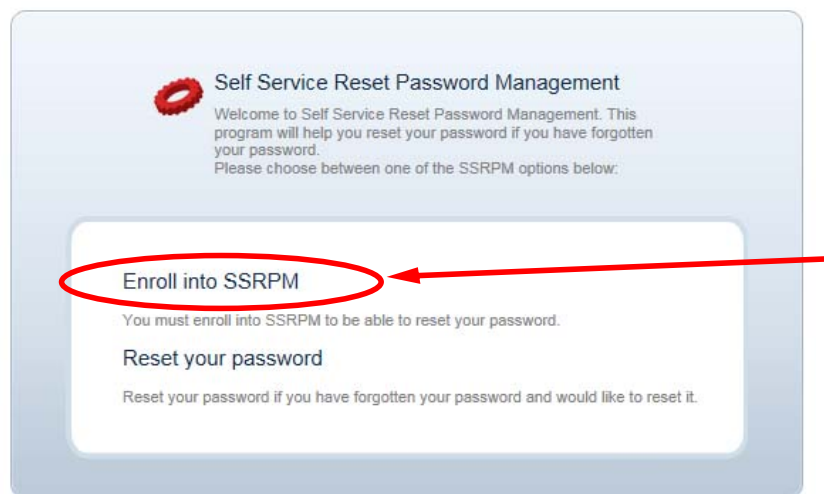


Make sure
you have 3
of these 4!!!

Task 3 – Register to be able to reset your own password

If you forget your password, you will either need to call the ITS Help Desk during normal business hours or if you have pre-registered, you can reset it yourself. To pre-register, complete the following steps.

1. Go to <http://pwreset.wartburg.edu>
2. At the Self Service Reset Password Management screen, select “Enroll into SSRPM”



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3. Enter your username and your current password (if you just changed it in the step above, use that new password otherwise use the one received from your account activation). Press continue.

SSRPM Enrollment: Logon
Please provide your username and password.

User:
[Input Field]

Password:
[Input Field]

Home Continue >

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4. Continue with the registration process by creating and answering your own challenge questions.
5. Once you have completed the registration process, if you ever need your password reset, you will be able to come back later <http://pwreset.wartburg.edu> and choose the second option “Reset your password” and be able to reset your own password without the assistance of ITS.

Task 4 – Log out