

Xavier Password Manager

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Accessing the Xavier Password Manager

To access the **Xavier Password Manager**:

1. Open the Xavier Password Manager tool by going to <https://password.xavier.edu>.
2. Type in your user name and click on the OK button.

Creating or Modifying your Profile

The first time you access the **Xavier Password Manager** for your account, you will need to first set up your Personal Questions & Answers profile that will allow you to reset an expired or forgotten password, or unlock your account in the future. To set up your profile, click on the **My Questions and Answers Profile** box.

- Enter your current password, and hit the **Next** button.
- Answer the questions in the profile, and click **Finish**.

Configure Your Questions and Answers Profile

Provide answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to reset your forgotten password and unlock your account.

Language of questions and answers: English

Hide my answers for security purposes

Question: What is your favorite color?
Answer: [Redacted]
Confirm answer: [Redacted]

Question: In what city were you born?
Answer: [Redacted]
Confirm answer: [Redacted]

Create your own question: What is your oldest child's birthdate (MM-DD-YYYY)?
Answer: [Redacted]
Confirm answer: [Redacted]

To continue, click Finish.

Password Rules & Tips

Rules:

- Every password must be at least 8 characters long.
- Passwords must contain at least one of each of the following:
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 number

Here are some tips to help you create passwords that are secure, but easy to remember:

- Keep all but one or two characters of your password the same for each password change.
- Increment a number or a character by 1 each time you change your password.
- Create a theme: names of your children, cartoon characters, months of the year, etc.

Changing your Active Password

If you know your current password and it has not expired, you can use **Xavier Password Manager** to change your password and have the change automatically applied across most of the Xavier applications. To do so, log in to the Password Manager and click on the **Manage My Passwords** box.

1. Enter your current password, and hit the Next button.
2. Enter and confirm your new password, and hit **Finish**.

3. The **Xavier Password Manager** will update your password in Xavier's email, portal, network and Banner systems. However, be aware that it may take up to a day to apply this change across all the systems. If you find you are unable to use your new password in one of these systems, try your old password. If the system does not accept either password, or you still cannot use your new password a day or two after you have made the password change, please contact the **Xavier Help Desk** at 745-4357.

Xavier Password Manager

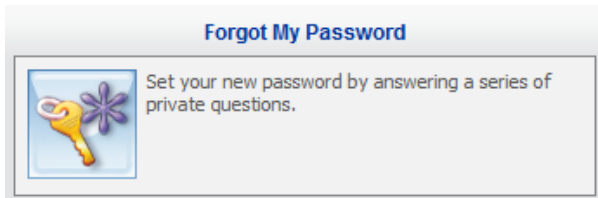
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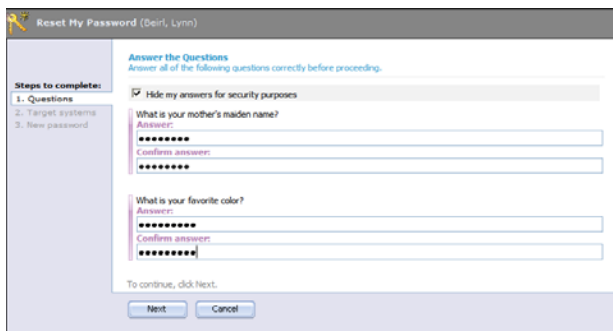
Reset an Expired or Forgotten Password

You can also use the **Xavier Password Manager** to reset your password if you have forgotten it or let it expire.

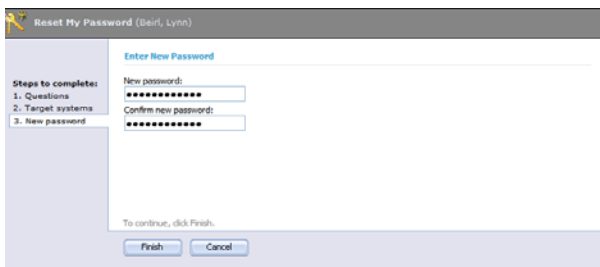
1. Log in to the **Xavier Password Manager** tool.
2. Click on the **Forgot My Password** box.



3. Answer the questions you set up in your profile, and confirm each answer. Hit **Next** when you are finished.



4. Enter and confirm your new password, and hit **Finish**.



Resetting your Password w/o a Profile

If you have forgotten your password or your password has expired before you have created your **Xavier Password Manager** profile, you must call the Xavier Help Desk (745-4357) for a temporary passcode. You can then use the passcode to set up your profile:

1. Open the **Xavier Password Manager**.
2. Enter your user name and click the **OK** button.

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Enter Your User Name
To verify your identity, type your user name, and then click OK.

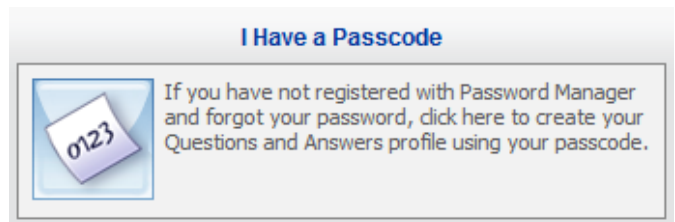
User name:
jstacct

[Forgot your user name?](#)

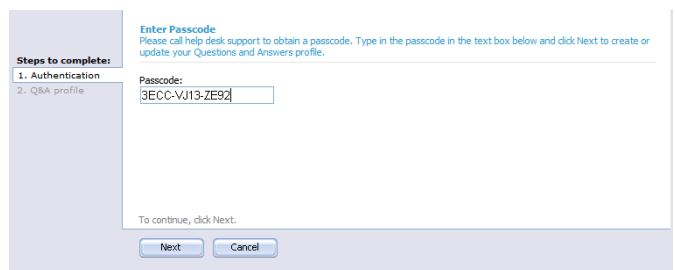


Resetting your Password, cont.

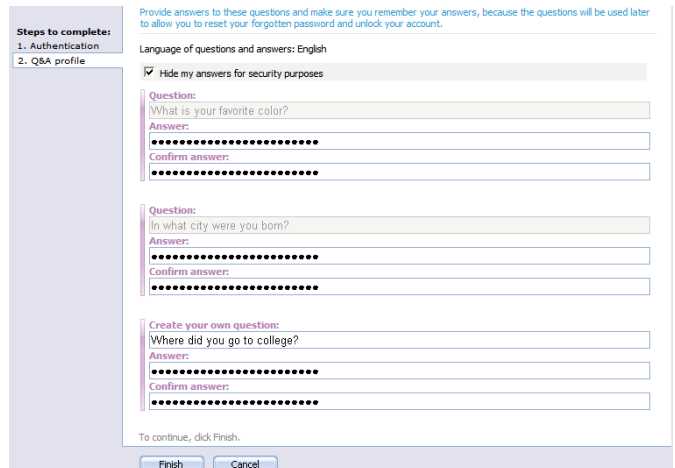
3. Click on the **I Have a Passcode** box.



4. Enter the passcode you were given by the Help Desk staff, and click the **Next** button.



5. Answer the questions in the profile, and click **Finish**.



6. Now that you have created your profile, you can create a new password by clicking on the **Forgot My Password** or the **Manage My Passwords** button. Follow the steps in the "Reset an Expired or Forgotten Password" and the "Changing your Active Password" sections of this document.

