Getting Started with My Accounts

My Accounts allows you to synchronize your passwords across various systems and it will give you the ability to reset your password (if forgotten) from an all web-based self-service interface that is easy to use. All you need to do is follow these 4 basic steps:

**Step 1: Connect to the FIU My Accounts Central Authentication System**

Connect, with your favorite browser, to the FIU My Accounts system via [http://My Accounts.fiu.edu](http://My Accounts.fiu.edu) (see Figure A).

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**Figure A**

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Step 2: Log in to FIU My Accounts

Log in to FIU My Accounts using your e-mail username (without the @fiu.edu) for a User ID.

Your initial password will be your Date of Birth in this format: ddMonYYYY. For example, if your date of birth is April 20, 2009, then your password would be 20Apr2009. Click Sign In once you have entered your User ID and password (see Figure B). If you do not know your User ID, click the Look up FIU MyAccounts ID link.

Step 3: Change your password

When you access My Accounts for the first time, you will be forced to change your password (see Figure C). You must go ahead and change your password at this time so that your passwords can be synchronized across various systems.
Important: On the bottom of this page you will see which systems are affected by the password change.

In order to change your password, you will need to enter your FIU My Accounts password in the ddMonYYYY format, just as you did to access the system in Step 1 above. For example, if your date of birth is April 20, 2009, then your password would be 20Apr2009. Then, you can enter a New Password and the New Password again to confirm. If you wish to review the criteria for the new password, expand the Review the criteria for my new password section. Click OK when you have entered the new password.

![Image of password change interface](image)

**Figure C**

**Step 4: Set your password security questions**

Set your password security questions so that you can reset your own password in the future if you ever forget it.

a. Click the Forgotten Password Information link found in the Action Needed box (see Figure D).

![Image of Action Needed section](image)

**Figure D**
b. On the Change Forgotten Password Information page, **choose ONLY 3 questions to answer** and enter your response under the *Question* and under the *Confirm* box (i.e., type in your response twice). Click OK when you have responded to the three questions of your choice *(see Figure E)*.

![Change Forgotten Password Information](image)

*Figure E*

Congratulations! Now that you have done these 4 steps, you can immediately access any of the systems described above with the new password; and in the future, if you forget your password, you will be able to reset it yourself with the self-service *Forgotten Password* tool available to you from FIU My Accounts.