

Setting a Password for a Central Email Account Step by Step Instructions

Before you begin, please ensure you have:

- Your 9 digit employee ID number
- Last four digits of your Social Insurance Number

Setting up a Passport York & Central Email Account

1. Go to Manage My Services by entering in the address bar of your web browser:

<http://mms.yorku.ca>



Passport York Login



Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

Username:

Password:

Login

Click this box before logging in to change your Passport York password.

New to Passport York?

- [New Student Sign Up](#)
- [Employee Sign Up](#)
- [Faculty and Staff](#)
- [Alumni](#)

Forgot your Password or Username?

- [Students](#)
- [Faculty and Staff](#)
- [Alumni](#)

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2. Click on Employee Sign Up

Passport York Login

**Passport
YORK**

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3. Enter your Username and Password, click Sign Up.

Username: your 9 digit employee ID number (see 'a' below if you do not have your employee ID number)

Password: last 4 digits of Social Insurance number and last 4 letters in surname (please note on screen Surname rules).



Passport York Login



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Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

Passport York Sign-Up for Employees

Note: You can only use the Employee Sign-Up page once.

Your Employee Number:

Last 4 digits of your S.I.N. followed by the last 4 letters of your surname:

Sign Up

If you have never used Passport York before, then enter the information on the left to create your Passport York username and password.

Once you have created your username and password, you can use them to sign in at Passport York login pages, such as yu link, Maximo and using AirYork wireless internet on campus.

Surname rules:

- If your surname has less than 4 characters just enter your full surname
- If there is a - or a ' on your surname skip it and do not enter it
- If your surname has accents, use the unaccented letter.



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- a. **If you do not have your employee ID number**, this can be found at the top of a pay stub. Please see example below. Your Manager can also provide you with this information.

York University 4700 Keele Street Toronto, ON M3J1P3	Pay Group: M1-Monthly Pay Group Pay Begin Date: 02/01/2014 Pay End Date: 02/28/2014	Business Unit: YORKA Advice #: 2022937 Advice Date: 02/25/2014
Percy Wallace 1 Willowdale Avenue Toronto, ON M2N 1P3	Employee ID: 102082885 Location: Kinsmen Building Job Title: HRIM Business Analyst Pay Rate: \$5,416.67 Monthly	TAX DATA: Federal Quebec ON Net Claim Amt.: 11,138.00 9,670.00 Spcl. Letters: Addl. Pct.: Addl. Amt.:
HOURS AND EARNINGS		TAXES

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4. You will now be asked to enter a username. This name will be used for both your staff email address, and your Passport York account.

Passport York Login

Creating your Passport York and Email Username

Your Username

- Must be 3-8 characters long
- Must start with a letter, and consist only of letters and numbers
- Letters must be in lowercase only

Note: Your Passport York username will be used for your official York email address (username@yorku.ca).

Examples of valid usernames: smithd, dave85, ds85

Create a username:

Create Username



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5. Click 'Create Username'

Passport York Login

Creating your Passport York and Email Username

Your Username

- Must be 3-8 characters long
- Must start with a letter, and consist only of letters and numbers
- Letters must be in lowercase only

Note: Your Passport York username will be used for your official York email address (username@yorku.ca).

Examples of valid usernames: smithd, dave85, ds85

Create a username:

Create Username



6. If the username you choose is being used by someone else, you will receive the following message. Simply replace the username you had selected with a new one, and click 'Create Username' again.

Passport York Login

Creating your Passport York and Email Username

Your Username

- Must be 3-8 characters long
- Must start with a letter, and consist only of letters and numbers
- Letters must be in lowercase only

Note: Your Passport York username will be used for your official York email address (username@yorku.ca).

Examples of valid usernames: smithd, dave85, ds85

⚠ Problem with your choice of username: Username johndoe is already being used.. Please read the username requirements and choose your Passport York username.

Create a username:

Create Username

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7. When your username choice is accepted, you will receive an attention screen. Write down your username.

Passport York Login

Attention

You have chosen **johndoe2** as your primary username. Once you click on "Continue" below you will use **johndoe2** as your username on all future logins to Passport York authenticated applications, including "Manage My Services".

Stop!

Write Your New Username Down: **johndoe2**

It is essential you remember your new username - **johndoe2**. You will not be able to use any computing resources at York without it. **Please make sure you write it down or memorize it.**

Continue

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8. Click continue.

Passport York Login

Attention

You have chosen **johndoe2** as your primary username. Once you click on "Continue" below you will use **johndoe2** as your username on all future logins to Passport York authenticated applications, including "Manage My Services".

! Stop!

Write Your New Username Down: **johndoe2**


It is essential you remember your new username - **johndoe2**. You will not be able to use any computing resources at York without it. **Please make sure you write it down or memorize it.**



Setting a Password for a Central Email Account Step by Step Instructions

9. You will now be prompted to change your password. Enter your current passport York password (last 4 digits of SIN, last 4 letters in last name). Use the Password Guidelines to select a new password, and enter.

Passport York Login

 **Password change required.** You are required to change your password.

Changing your Passport York Password

Students Only

If you have not previously set a password, your current password is your date of birth in the following format: YYYYMMDD

Staff Only

If you have not previously set a password, your current password is the last four digits of your S.I.N. followed by the last four letters of your surname.

- If your surname has less than 4 characters just enter your full surname
- If there is a - or a ' on your surname skip it and do not enter it
- If your surname has accents, use the unaccented letter.

Enter your current Passport York password:

Enter new password (7 or 8 characters only):

Re-enter new password (7 or 8 characters only):

Change Password

Password Guidelines

- You must choose a password that is **not** easy to guess.
- Please do not use passwords based on dictionary words or personal information
- Some combinations of dictionary words, and some foreign words are not allowed even if they are reversed or otherwise modified.
- Passwords must be 7 or 8 characters long and may not contain a semi-colon (;) or double quotes (").
- Passwords should not contain sequential characters i.e., 9876543.
- Example of a valid password: *maya4you*

[Having trouble choosing a password?](#)

Setting a Password for a Central Email Account Step by Step Instructions

10. Click change password.

Passport York Login

⚠ Password change required. You are required to change your password.

Changing your Passport York Password

Students Only

If you have not previously set a password, your current password is your date of birth in the following format: YYYYMMDD

Staff Only

If you have not previously set a password, your current password is the last four digits of your S.I.N. followed by the last four letters of your surname.

- If your surname has less than 4 characters just enter your full surname
- If there is a - or a ' on your surname skip it and do not enter it
- If your surname has accents, use the unaccented letter.

Enter your current Passport York password:

Enter new password (7 or 8 characters only):

Re-enter new password (7 or 8 characters only):

Change Password



Password Guidelines

- You must choose a password that is **not** easy to guess.
- Please do not use passwords based on dictionary words or personal information
- Some combinations of dictionary words, and some foreign words are not allowed even if they are reversed or otherwise modified.
- Passwords must be 7 or 8 characters long and may not contain a semi-colon (;) or double quotes (").
- Passwords should not contain sequential characters i.e., 9876543.
- Example of a valid password: *maya4you*

[Having trouble choosing a password?](#)

Success! You've changed your password. Your Passport York account consists of the:

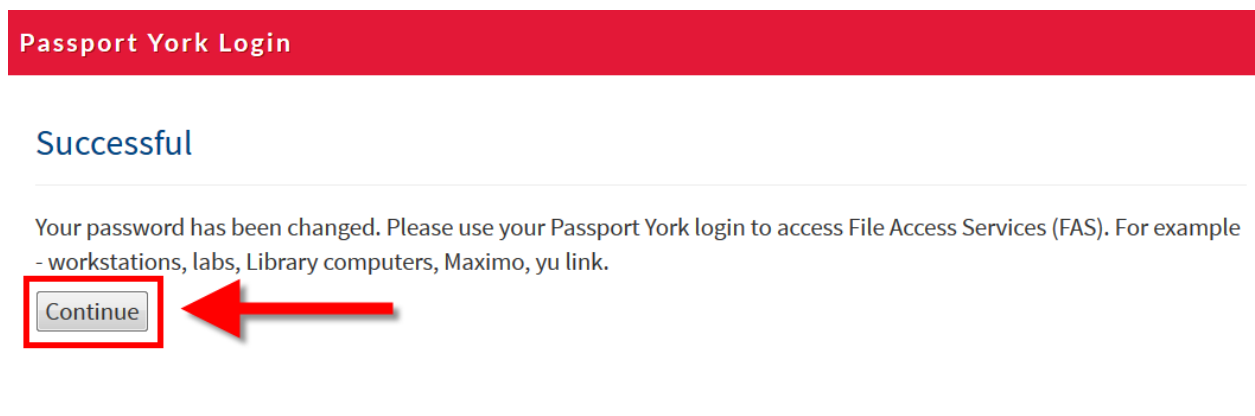
- 1 – Username: the username you just created
- 2 – The password that has just been successfully created.

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11. Please click Continue.



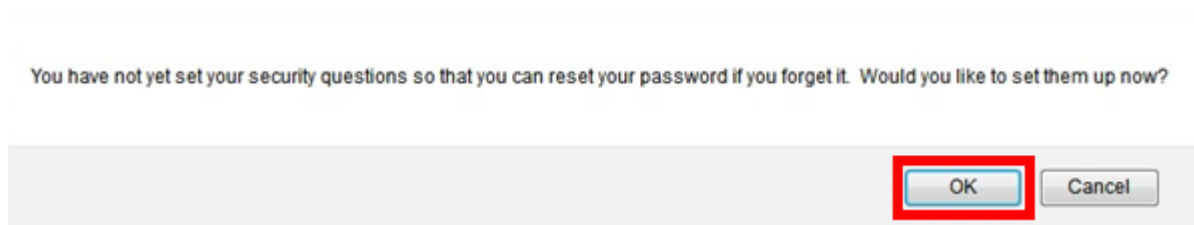
Passport York Login

Successful

Your password has been changed. Please use your Passport York login to access File Access Services (FAS). For example - workstations, labs, Library computers, Maximo, yu link.

Comments and problems regarding this site can be sent to us using our [Problem Report](#) page.

12. You will now be prompted to set up security questions, in the event that you lose your Passport York password. Click OK.



You have not yet set your security questions so that you can reset your password if you forget it. Would you like to set them up now?

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13. Select security questions from each drop down menu, and type your answer in the space provided below each. All questions must be completed. Once finished, click Set Questions.

MY ONLINE SERVICES >

Password York Password Reset

PASSPORT YORK PASSWORD RESET

Passport York Security Questions Setup

For each of the following, please choose a question and provide an answer:

Question	In what city did you meet your spouse/significant other?
Answer:	Newmarket
Question	What is the middle name of your youngest child?
Answer:	jose
Question	In what city were you born?
Answer:	york
Question	What was the name of your first pet?
Answer:	Timmy
Question	What was the name of your elementary / primary school?
Answer:	OLGC

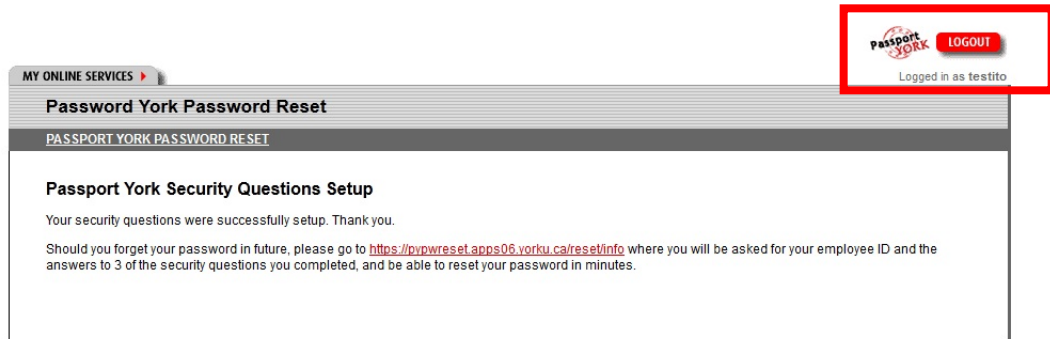
Security Tips

- Choose questions and answers that only you know.
- Change your questions and answers periodically.
- Choose questions and answers that are easy for you to remember.
- You will need to recall your answers should you need to reset your Passport York password.
- Always log out of Passport York when you are finished.

Set questions

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- 14. You will be presented with a confirmation screen that confirms your security questions have been set. You have completed set up of your Passport York account and central email account. Click Logout.



Setting a Password for a Central Email Account

- 15. In the address bar of your internet browser, go to Manage My Services by entering <http://mms.yorku.ca>



Setting a Password for a Central Email Account Step by Step Instructions

16. Login using the Passport York username and password you just set up. Click Login.

Passport York Login



Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

Username:

Password:

Login

Click this box before logging in to change your Passport York password.

New to Passport York?

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- [Alumni](#)

Forgot your Password or Username?

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- [Faculty and Staff](#)
- [Alumni](#)

17. Click on the red link: Activate your Email Service

Manage My Services

[Home](#) [Activate New Service](#) [Change Passwords](#) [History](#) [Help](#)

My Services

johndoe2

(Has access to Employee applications)

- [FAS - File Access Service](#)
- [Passport YORK](#)

Manage My Services

Simplify your access to key York computing resources and services.

Your **Passport York Login** can become the single login to access most York computing resources and services. Change your Passport York password to automatically activate the single username and password. That's it!

- Select Passport York from your Service list on the left side of screen and follow the prompts.
- Use the links above to Activate a New Service or Change Passwords for existing services. Click on a service on the left to cancel a service, put a service to sleep or change a password. If you have trouble, click on 'Help' at the top right of this page. Don't forget to logout when you are finished managing your services.



[Activate your Email Service: johndoe2@yorku.ca](#)

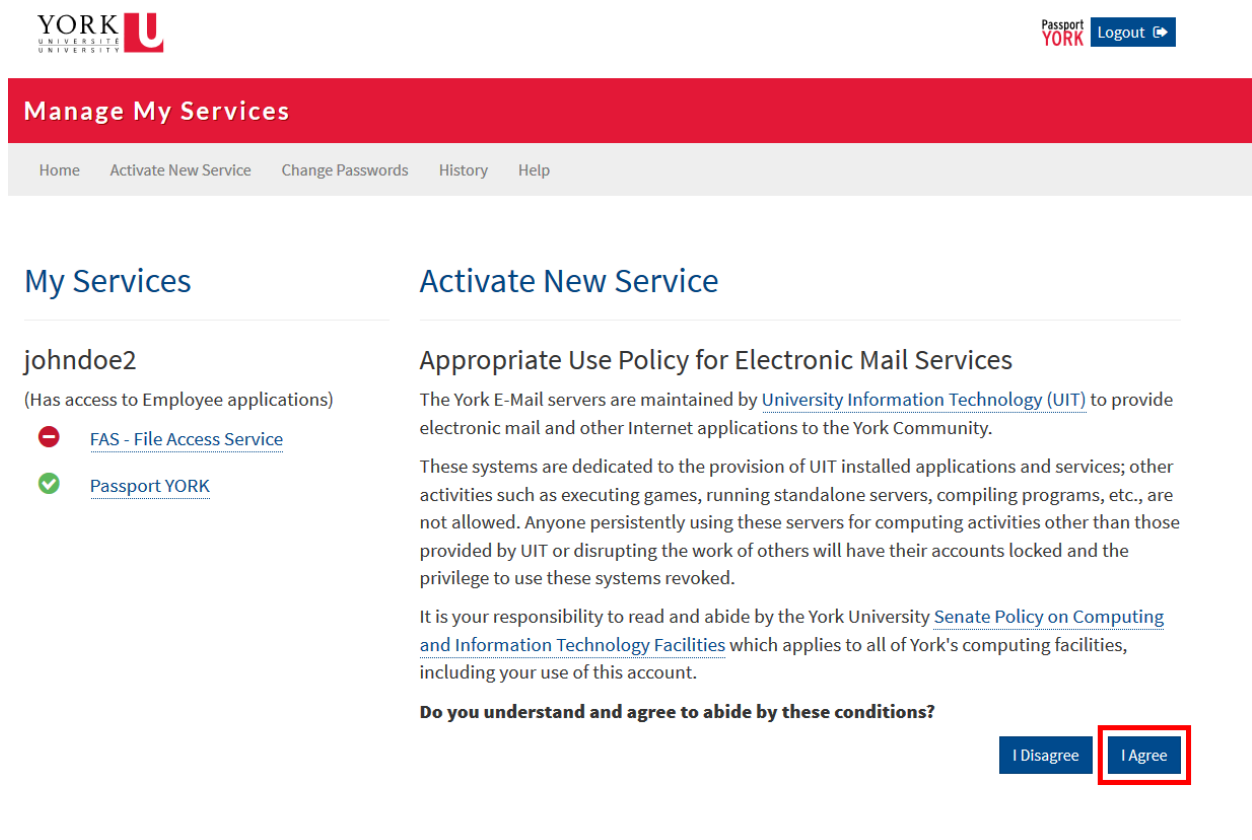
Note: Student accounts and services will be expired if you are **not** enrolled in courses for the full academic year (September through April) or if you drop all of your courses during the academic year, or graduate.

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18. Agree to the Appropriate Use Policy for Electronic Mail Services by clicking on I Agree.



The screenshot shows the 'Manage My Services' interface. At the top left is the York University logo, and at the top right is a 'Passport YORK Logout' button. Below the navigation bar, the 'My Services' section for user 'johndoe2' lists 'FAS - File Access Service' (disabled) and 'Passport YORK' (active). The 'Activate New Service' section displays the 'Appropriate Use Policy for Electronic Mail Services'. The policy text explains that the York E-Mail servers are maintained by University Information Technology (UIT) and are dedicated to providing UIT-installed applications and services, with other activities like running standalone servers or compiling programs not allowed. It also states that users must abide by the York University Senate Policy on Computing and Information Technology Facilities. At the bottom of the policy section, there is a question: 'Do you understand and agree to abide by these conditions?' followed by two buttons: 'I Disagree' and 'I Agree'. The 'I Agree' button is highlighted with a red box.

[Acceptable Use Policy](#) | Comments and problems regarding this site can be sent to us using our [Problem Report](#) page.

Setting a Password for a Central Email Account Step by Step Instructions

19. Set a password for your central email account by entering a new password and clicking Set Password:

The screenshot shows the 'Manage My Services' page for user 'johndoe2'. The user has access to 'FAS - File Access Service' and 'Passport YORK'. The 'Activate New Service' section is active, showing a form to set a password for the 'Electronic Mail' service. The form includes fields for 'New Password' and 'Repeat New Password', both containing masked characters. A 'Submit' button is visible. Below the form are 'Password Guidelines' which list rules for password creation, such as being 7 or 8 characters long and not containing sequential characters. A 'Logout' button is also visible in the top right corner of the interface.

20. You have now defined your password for your central email account, and can log out of Manage My Services by clicking the red Logout button.

