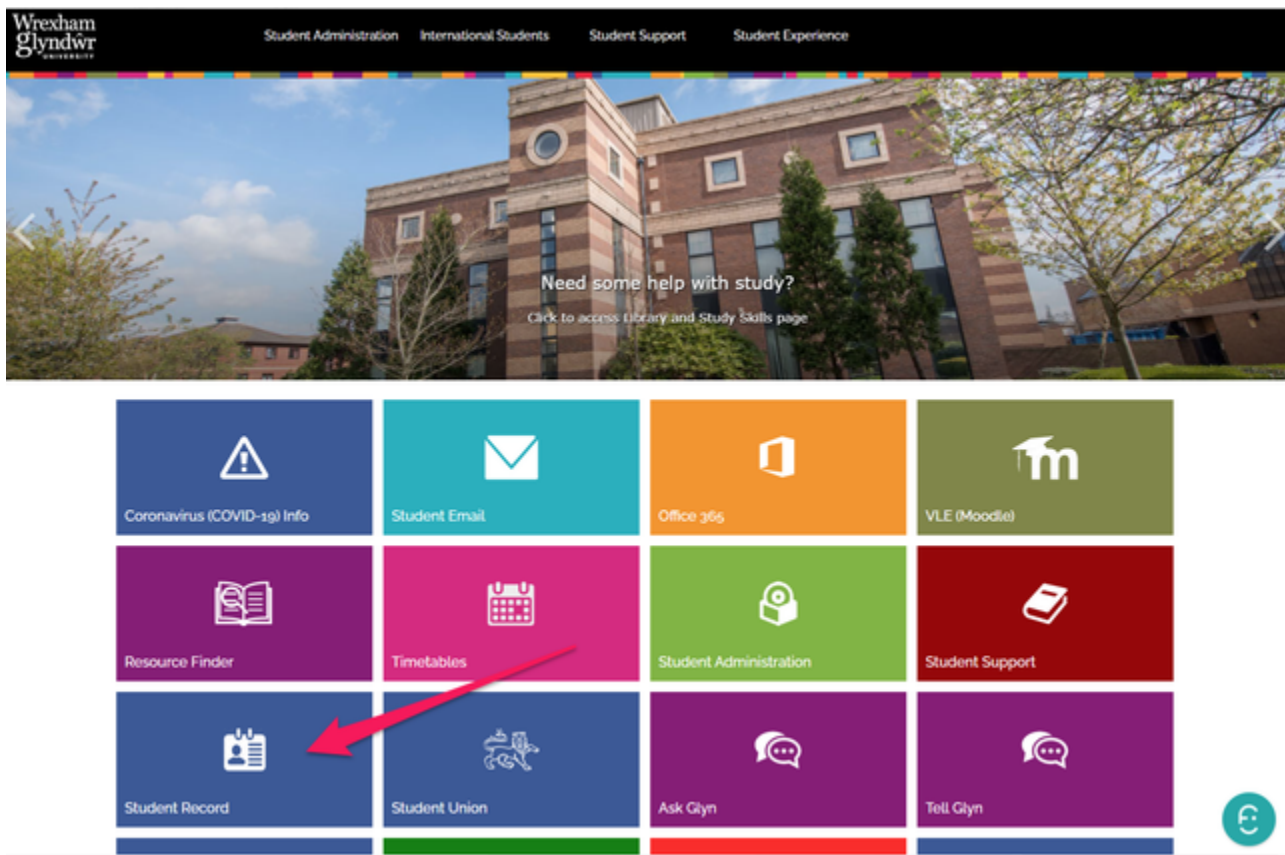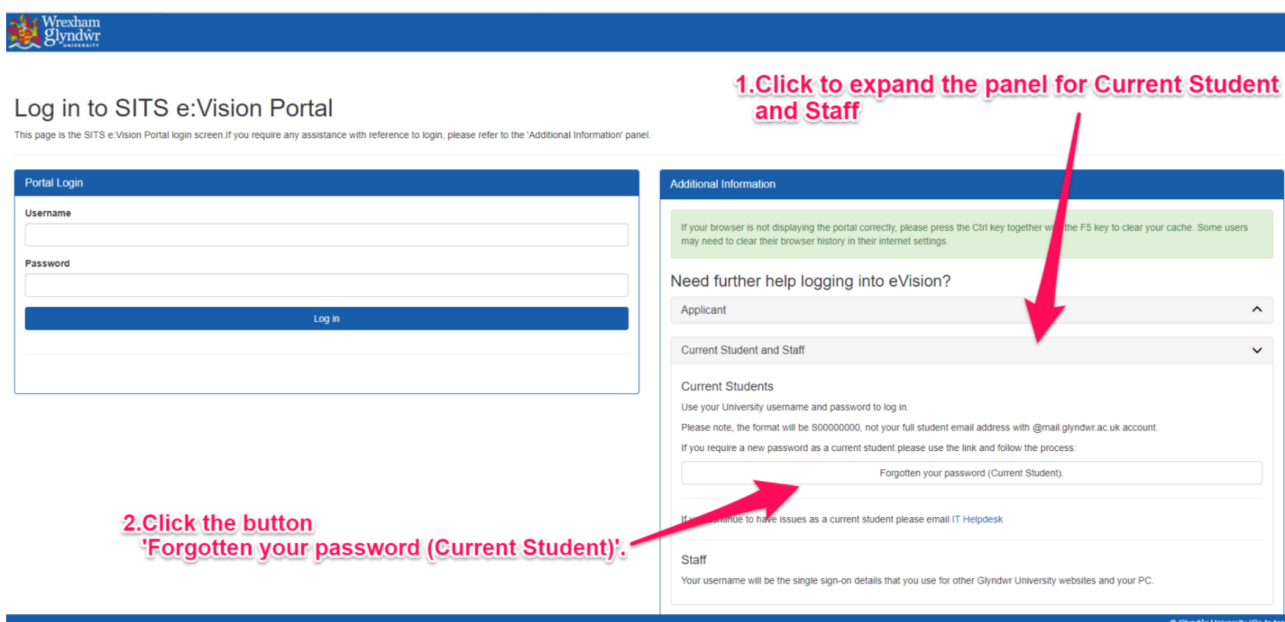📘 Instructions for resetting your password as a current student.

Step by step guide below: Guide ends on 'End of Guide' text.
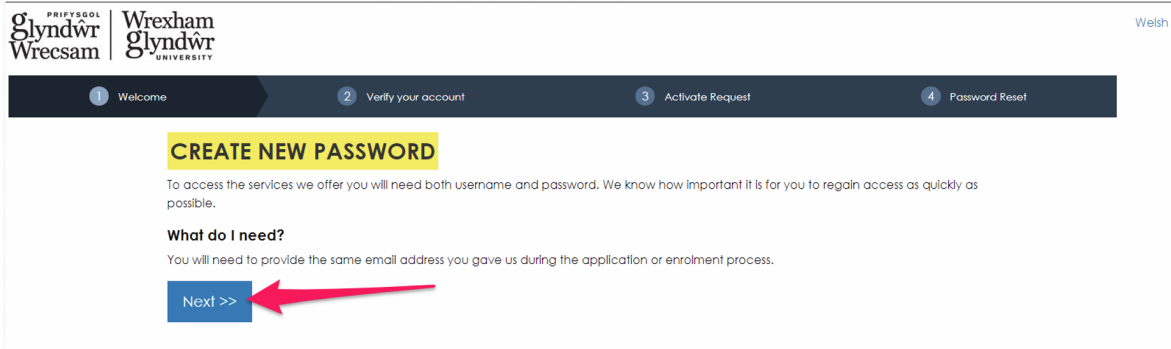
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1. **Go to the e:Vision home page by visiting the link either via** http://myuni.glyndwr.ac.uk/ **option or alternatively visiting the direct link to** http://evision.glyndwr.ac.uk

2. **On the e:Vision home page click to expand the panel for 'Current Student and Staff'. Once expanded, click the button for 'Forgotten your password (Current Student)'**

3. **This will open the password reset tool, on this tool we will be able to create a password. Click the 'Next' button.**

4. **This screen will prompt you to input information to find your account. Please enter the following information**

Please enter your Glyndŵr University network username.

```
Enter username
```

ℹ️ If you are a new student this will be your username on your enrolment invitation email e.g. S18009999

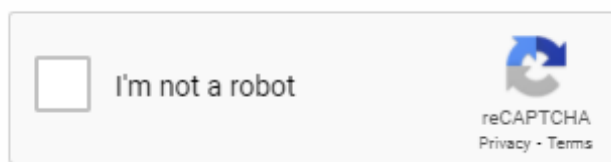## Please enter your date of birth in the following format: DD MM YY

For example if you were born on the 28th October 1980 you should enter 28 10 80
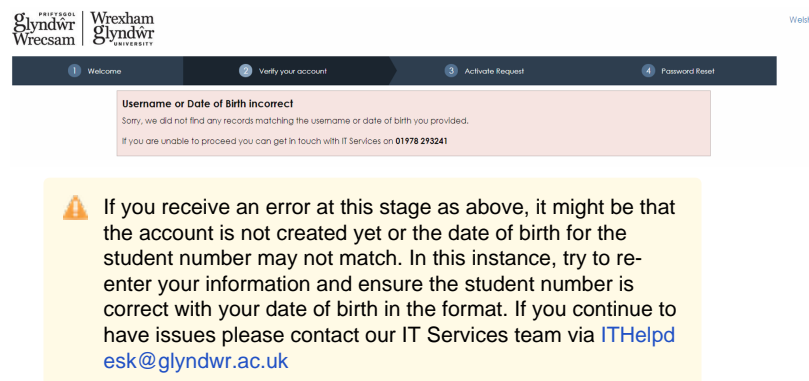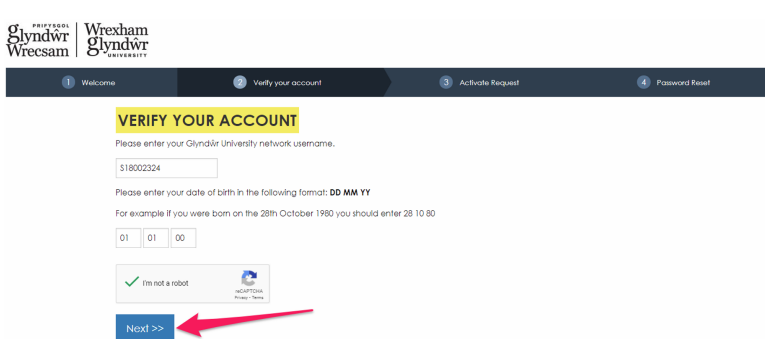
```
DD   MM   YY
```

ℹ️ Please enter using the format above which is DD MM YY

For example: 1st July 1980 would be 01 07 80

5. **Once you have filled in this information we will need to complete the reCAPTCHA option by selecting the option 'I'm not a robot' and completing the small task such as 'Select the pictures with crossroads'**

6. **Once the information is filled in with the reCAPTCHA box ticked please click the 'Next' button.**

Username or Date of Birth incorrect

Sorry, we did not find any records matching the username or date of birth you provided.

If you are unable to proceed you can get in touch with IT Services on **01978 293241**

⚠️ If you receive an error at this stage as above, it might be that the account is not created yet or the date of birth for the student number may not match. In this instance, try to re-enter your information and ensure the student number is correct with your date of birth in the format. If you continue to have issues please contact our IT Services team via ITHelpd esk@glyndwr.ac.uk

7. You will see activation request options here. You may have a mobile phone option if your information is on your student record. For this example we will select the option 'By Email'.

8. An email will be sent to your personal registered email address with a link to create your new password.

ℹ This email can take up to 10 minutes, also please ensure you check any junk folders in your email inbox account.

9. Check your inbox for the email titled 'Password Request' and <u>click</u> the link in the email.

Password Request

noreply@glyndwr.ac.uk
Today, 11:08 PM

Reply all | ∨

Inbox

Action Items

Password Request

Please Confirm your Email Address

Please follow the link below to confirm your email address. You will be able to reset your password online.

If your email client does not allow you to click and follow the link, please paste the following line into your web browser:

https://myuni.glyndwr.ac.uk/password-reset/default.aspx?
id=0d45330d-2204-48f9-8166-bfe976fb088

Confirm My Email Address →

10. Create your new password. Ensure you are following the password requirements listed in the instructions below and click '<u>Reset Password</u>' button.

PRIFYSGOL
glyndŵr
Wrecsam | Wrexham
glyndŵr
UNIVERSITY

Welsh

1 Welcome   2 Verify your account   3 Activate Request   4 Password Reset

CREATE YOUR NEW PASSWORD

Type your new password here: [   ]   👁 Show Password

Confirm your new password: [   ]

Password Requirements

Passwords should not contain any personal information such as first or last names, or your username

✖ Between 10 and 32 characters in length
✖ Must contain at least 1 uppercase letter (A-Z)
✖ At least 1 lowercase letter (a-z)
✖ Contains at least 1 number (0-9)
✖ 1 or more special characters (#$^+=!*()@%&)
✔ Does not contain invalid characters ({¬}:|)

Passwords can take up to 10 minutes to update

Reset Password

11. Once a new password has been set, you will be able to login to your e:Vision portal and also MyUniPortal.

PASSWORD UPDATED SUCCESSFULLY

Your password has now been updated. Please note this may take up to ten minutes to take effect. Please log into the MyUni portal to continue, using the new password you provided.

If you are unable to log on, allow ten minutes after changing your password before contacting IT Services.

Continue to MyUni Portal

12. Entering username and password into eVision. Direct link to eVision: http://evision.glyndwr.ac.uk

Enter Username and new Password into the login box.

Username will be without @mail.glyndwr.ac.uk e.g. S18002324

Log in to SITS e:Vision Portal

This page is the SITS e:Vision Portal login screen. If you require any assistance with reference to login, please refer to the 'Additional Information' panel.

Users are reminded that all personal data in this system are subject to the provisions of the Data Protection Act 1998 and you are therefore required to comply with the University's prevailing Data Protection policy (see MyUni: Student Administration: Regulations and Policies).

Portal Login

Username

S18002324

Password

••••••••••••

Log in

Additional Information

If your browser is not displaying the portal correctly, please press the Ctrl key together with the F5 key to clear your cache. Some users may need to clear their browser history in their internet settings.

Need further help logging into eVision?

Applicant

Current Student and Staff

End of Guide.