

Setting up your WVU Parkersburg Account

As you go through these steps, if you experience any issues accessing your information, submit a ticket at <http://helpdesk.wvup.edu> or call the IT Help Desk at 304 - 424 - 8215.

Step #1: Find your information:

1. Go to <https://findmyid.wvup.edu>
2. Enter the information requested and take note of the information on the screen or print the information out. The information on the screen will have:
 - WVUP Student ID Number ex. 999999999
 - WVUP Network ID ex: jdoe
 - WVUP Email Address ex. jdoe@wvup.edu
 - Default Password ex. 000000

Step #2: WVUP Network Account Setup:

1. Go to <http://MyAccount.wvup.edu>
2. Log in to Self Service using your WVUP Network ID as the username and your temporary password and click **Login**. (This process may take a few seconds to complete)



3. Upon successful sign in, you will be prompted to set up a way to reset your password. Click on the button to continue.

Welcome! This portal offers you the power of password self-service!



- Password Reset: Securely reset your machine password without help desk assistance.
- Account Unlock: Unlock your account when you get locked out without help desk assistance.

Enroll now to enjoy these benefits!

Set up Account

- From the options, select one of the items to be your account verification method if you ever lose your password. For this example, we will be using **Security Questions**.

Please enroll for the forced verification methods enabled for your account.

Select any one of the following authenticators to proceed with enrollment

Security Questions

Google Authenticator

Push Notification Authentication

Microsoft Authenticator

- Create secret questions and answers for your account and click 'Next'. Make sure to pick security questions that are easy for you to remember, but hard for others to guess.
(If you forget your password, you can answer this question to have your password reset.)

Please enroll for the forced verification methods enabled for your account.

 Security Questions

Question : What is your mother's maiden name?

Question : Who is your childhood hero?

Question : The country you always dreamt of vacationing in?

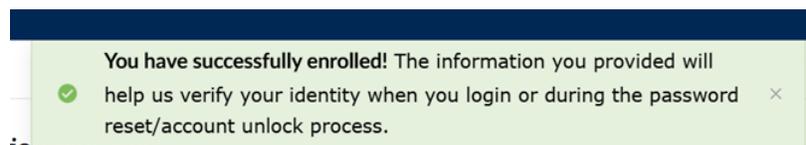
Hide Answer(s)

- The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters
- Please use only letters (a-z), numbers and symbols for answers.

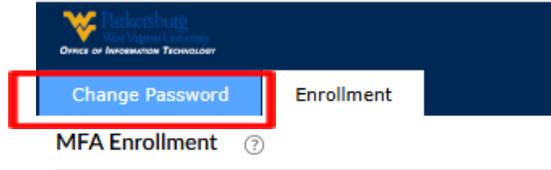
[Try another way](#)

Step 2 of 2

- You will receive a confirmation message at the top of the screen when you have created your security questions successfully.



7. At the top of the screen, click on **Change Password**.



8. Enter your old password in the text box provided and then pick a new password. The new password must meet the criteria on the page.

- When one is met, a green checkbox will appear.

✓ Must not be a palindrome

- When all criteria is met, a green line will appear under the new password

Change Password ⓘ

* Old Password

* New Password

* Confirm New Password

9. Make sure to confirm your new password and click **Change Password**. You will receive a confirmation message that your password has been reset.

✓ Password change successful for the following account(s)

- dduck - WVUP