

Changing your Password

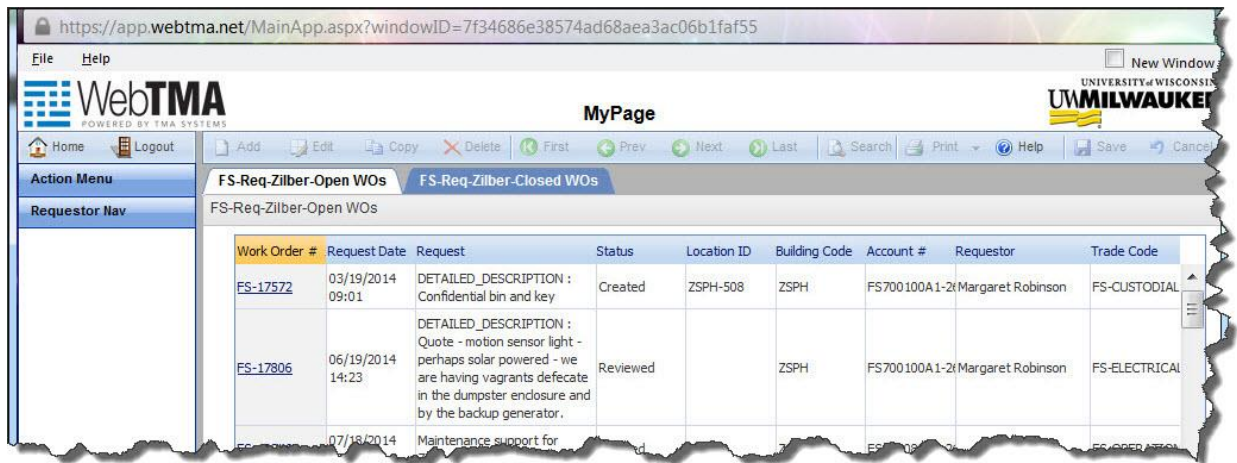
Revised January 30, 2015

Changing Your Password for iService Desk

1. Before signing into iService desk for the first time, you should sign into webTMA and change your password.
 - a. Go to: www.webtma.net
 - b. Enter user name in "Login ID" and your password.
 - c. The client should always be "UWM."

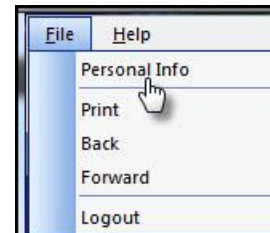


2. This is your MyPage screen. Please see "Using MyPage" for instructions on how to use this page.



Work Order #	Request Date	Request	Status	Location ID	Building Code	Account #	Requestor	Trade Code
FS-17572	03/19/2014 09:01	DETAILED_DESCRIPTION : Confidential bin and key	Created	ZSPH-508	ZSPH	FS 700 100A 1-2	Margaret Robinson	FS-CUSTODIAL
FS-17806	06/19/2014 14:23	DETAILED_DESCRIPTION : Quote - motion sensor light - perhaps solar powered - we are having vagrants defecate in the dumpster enclosure and by the backup generator.	Reviewed		ZSPH	FS 700 100A 1-2	Margaret Robinson	FS-ELECTRICAL
	07/18/2014	Maintenance support for						

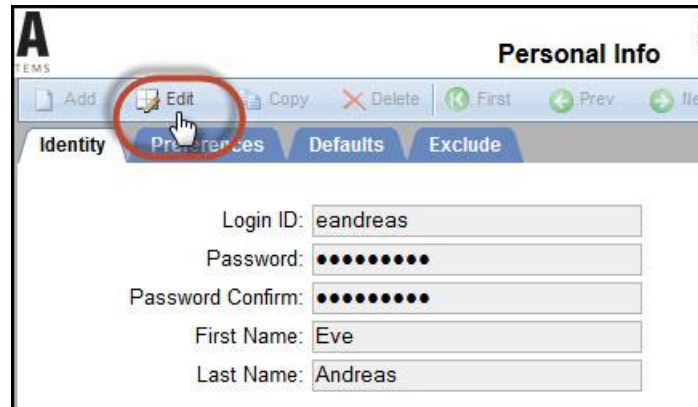
3. Click on "File" on the left hand side of the webtma menu bar.
4. Next click "Personal Info."



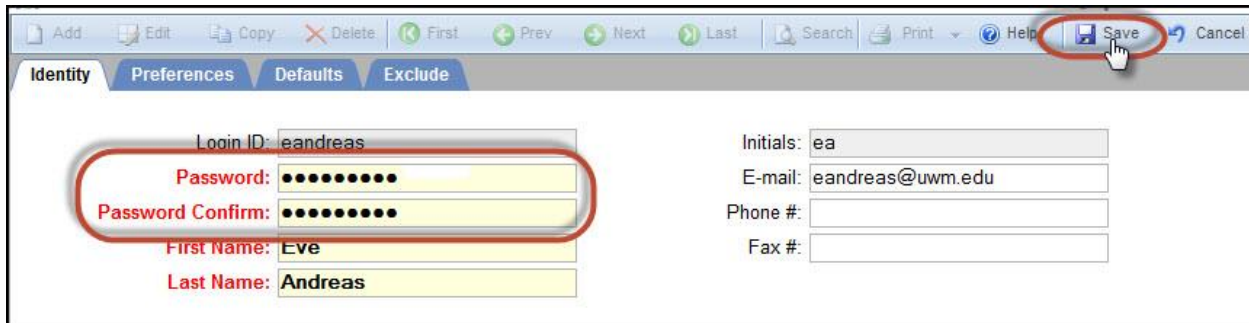
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5. Click on "Edit" on the webtma tool bar.



6. Delete the password in the "Password" and "Password Confirm" box.
 - a. Your password must be at least 8 characters long.
 - b. Your password should contain at least one upper case letter, one lowercase letter, and one number.
 - c. Note: the number of dots in the password box does not necessarily match the number of letters in your password.



7. After entering your new password, click on "Save" on the right hand side of the tool bar.

8. Lastly, enter your original password and click "OK."



9. If you forget your password, please email Kimberly at jacks327@uwm.edu or Eve at eandreas@uwm.edu.

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10. Since you choose your own password, we cannot tell you what your password is. We will need to reset it.
 - a. We will reply to your email when your password has been reset.
 - b. You should always change your password after it has been reset.

11. Once you have changed your password, logout of webtma by clicking on "Logout" in the upper left hand corner of the screen.

