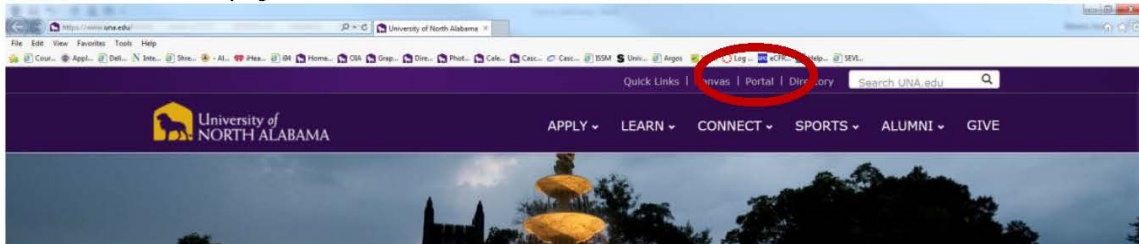


How to Access UNA Portal and Change your Password.

Your new UNA email will be our **official** way of communication. Check this email weekly!

Please log into UNA portal/email and change your password. <http://unaportal.una.edu/cp/home/displaylogin>

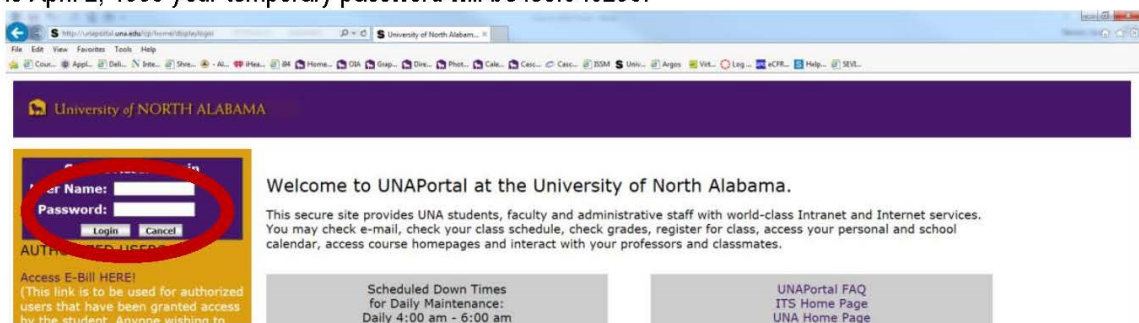
1. Go to the UNA homepage.



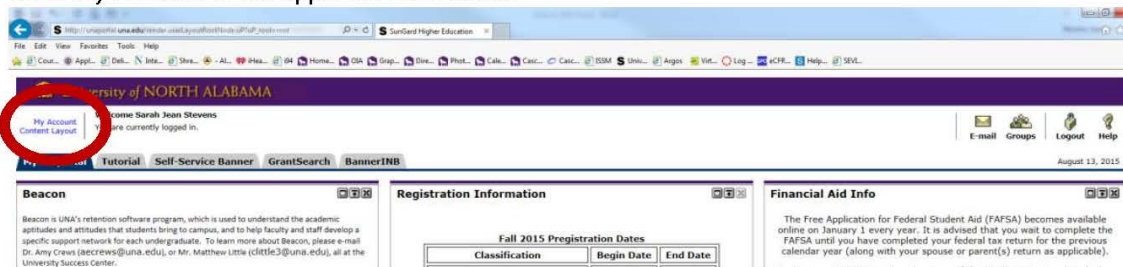
2. Log into UNA portal with your user name

NOTE: User name is on your UNA acceptance letter; it is the first part of your email address

Your temporary password will be **leo!mmddy** where mmddy = your six digit birthday. For example, if your birthday is April 2, 1995 your temporary password will be leo!040295.



3. Click "My Account" in the upper left hand corner



4. Type in current password (leo!mmddy)

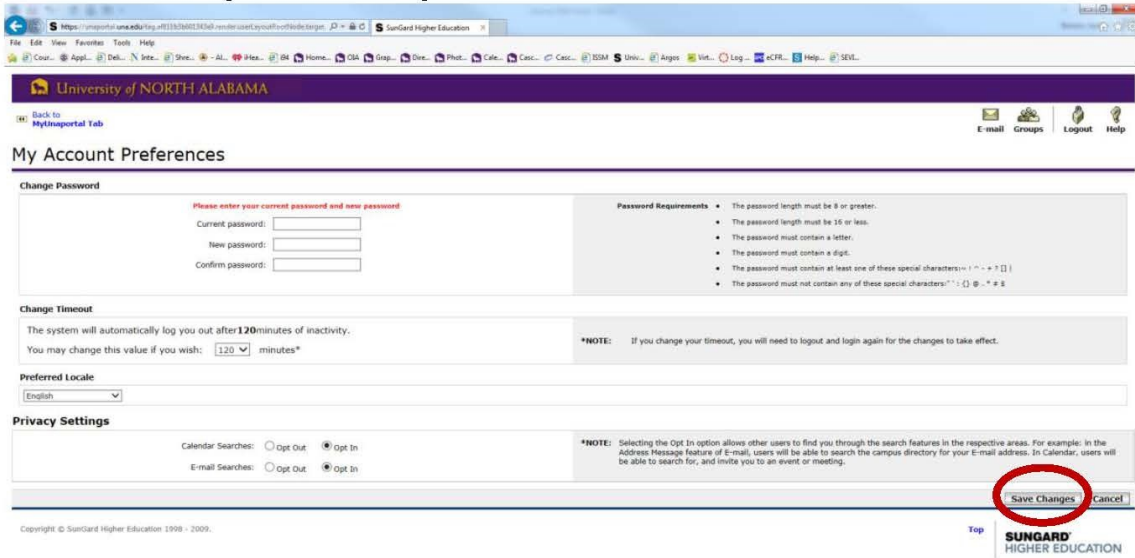
5. Type in new password

New password requirements

- must be between 8-16 characters
- contain at least one letter **and** one number
- must contain at least one of these special characters **!^+?[]**
- **CANNOT** contain ".{}@.*#\$"
- **CANNOT** contain Non-English characters



6. Type in new password again to confirm.
7. Click on "Save Changes" in the lower right side.



8. You should get a message that your password is successfully changed. If not try it again.

