

### **Managing UHN T-ID Passwords**

### What is UHN TID/ESS?

The UHN assigned T-ID account has a 90-day password expiry window. Since at TRI we are still running two separate domains – U1DOME and UHN, there is no prompt on when the T-ID account password is about to expire. For this reason, we are providing the below information to help you manage your T-ID account password.

☐ Change your T-ID account password at the same time you change the U1DOME account password to have both passwords aligned to the same expiry date.

Helpful tip: Create a recurring appointment in your calendar to remind yourself every 80 days to reset all your passwords.

### How to change the UHN TID/ESS password:

To change your T-ID account password using a TRI computer, please follow the below steps:

- 1. Log in to computer using your U1DOME account.
- 2. Once logged in, use: **Ctrl+Alt+Del** (or **Ctrl+Alt+End** when on remote PC through VPN)
- 3. Click on Change Password.
- 4. Change first line to UHN\\*\*\*your T-ID\*\*\* number, enter Old Password, New Password and Confirm Password, hit enter.



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#### Questions?

For any other questions or concerns regarding this issue, or if you feel you are experiencing problems other than those mentioned above please contact the iDAPT Help Desk at extension 7874 (RUSH).

