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Self-Service Password Resetting

We have a new SouthwesternID self-service password resetting process to replace the one on iAim. You will need to register your new Security Questions before you can use the new process. Then you can reset your SouthwesternID password 24/7.

Notes:

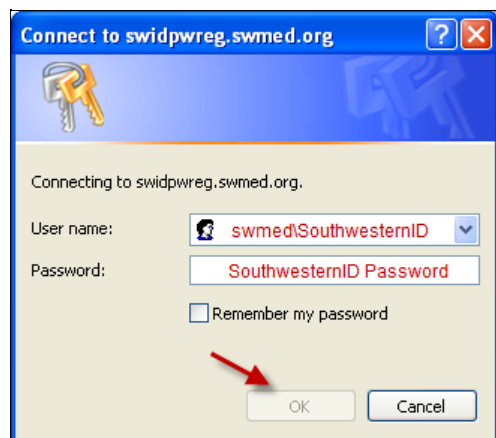
- Security questions do not transfer from iAim.
- Answers to security questions are not case sensitive. SouthwesternID passwords, however, ARE case-sensitive.
- To change your security questions, use <https://swidpwreg.swmed.org> again.
- The Self-Service Password Resetting process cannot reset your [Windows Workstation password](#).
- The Self-Service Password Resetting process cannot reset passwords to applications that do not use the SouthwesternID. See [Other Systems](#).
- If you need assistance or forget the answers to your Security Questions, contact the IR Service Desk at 214.648.7600 for assistance.

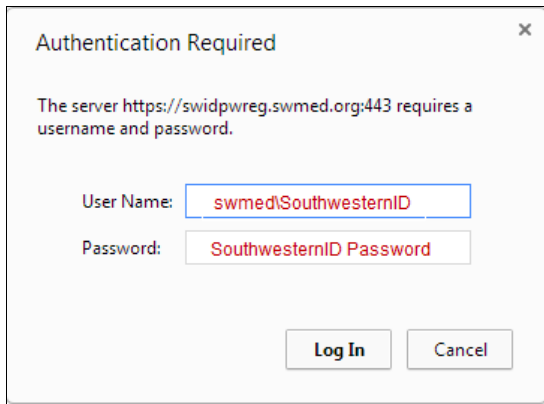
Self-Service Password Resetting Process

Step One – You will need to register your Security Questions.

1. Go to the following website to setup your security questions: <https://swidpwreg.swmed.org>

NOTE: If you see one of the following windows appear, enter your SouthwesternID and Password, then press OK. Be sure to enter your SouthwesternID in the following format: *swmed\SouthwesternID*





2. Click the Next button to begin the registration process.



3. Enter your current SouthwesternID password; then press Next.



4. Answer the 3 random questions that appear to register; then press Next. Note - answers are NOT case sensitive.

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Password Registration: UTSW Questions and Answers Registration

You must answer at least 3 questions to register.

Each answer must contain at least four characters, and no two answers may be the same.

What was the nickname/mascot of your high school team?
Answer 1

What is the name of the company of your first job?
Answer 2

What is your favorite sport?
Answer 3

The responses you provide are stored by your organization in Forefront Identity Manager.

Next Cancel

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5. Your security questions are now registered, and you can use the self-service password resetting website to reset your SouthwesternID Password in the future.

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Completed: You are now registered

✓ If you ever need to reset your password:

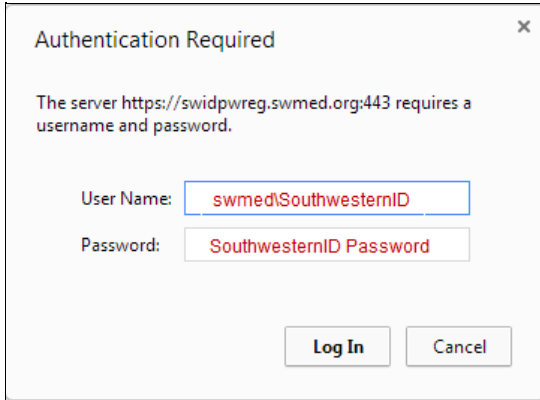
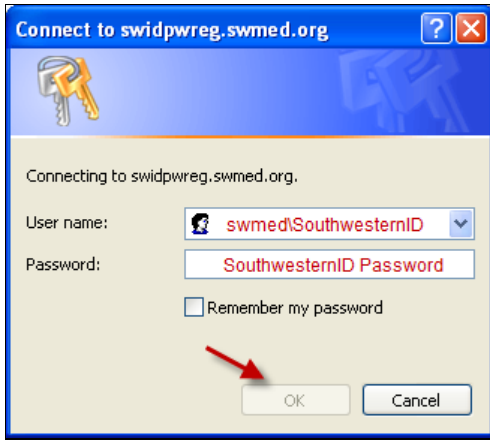
1. Go to the reset password portal
2. Verify your identity
3. Choose your new password

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Step Two - Resetting your password. (Be sure you have completed Step One first before you try to reset your password.)

1. Go to the following website to reset your password: <https://swidpwnreset.swmed.org>

NOTE: If you see one of the following windows appear, enter your SouthwesternID and Password, then press OK. Be sure to enter your SouthwesternID in the following format: *swmed\SouthwesternID*



2. Enter your SouthwesternID; then press Next.



3. Enter the answers to your 3 security questions; then press Next.

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Password Reset: UTSW Questions and Answers Reset

You must answer 3 of the following 3 questions.

What was the nickname/mascot of your high school team?
Answer 1

What is the name of the company of your first job?
Answer 2

What is your favorite sport?
Answer 3

Next Cancel

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4. Enter a new password twice; then press Next.

NOTE: Be sure that your new password is something you have never used before. It must be a minimum of eight (8) characters long and must contain at least three of the following four character types:

- Uppercase letters
- Lower case letters
- Numbers
- Special characters like !@#%&* ={}?<>"')

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Password Reset: Choose Your New Password


(Resetting password for swmed\mayers)

Enter a new password:
New SouthwesternID Password


Re-enter the password:
New SouthwesternID Password

Next Cancel

5. Your password has now been reset.



Success: Your password has been reset

 You can now use your new password to log in.

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