

Go to www.umkc.edu. Click the *A-Z Index* tab at top of page.

The screenshot shows the homepage of the University of Missouri-Kansas City (UMKC). At the top, there is a navigation bar with the UMKC logo on the left and a search bar on the right. Below the logo is the text "UNIVERSITY OF MISSOURI-KANSAS CITY". The navigation bar includes links for "About UMKC", "Academics", "Admissions", "Athletics", "A-Z Index" (highlighted in blue), "Calendar", "Jobs", "Invest in UMKC", "Libraries", "myUMKC", and "Research".

The main content area features a large banner image of a dentist working on a patient. To the left of the banner is a sidebar with the text "Choose UMKC" and "Admissions Apply | Get Info | Visit". Below this are links for "Current Students", "Parents", "Alumni and Friends", "Visitors", and "Faculty and Staff".

To the right of the banner is a "NEWS" section with a "EVENTS" tab. The news items include: "Nazi Persecution of Homosexuals 1933-1945" Exhibition Comes to UMKC, "\$2.4 million grant to School of Nursing helps diversify future workforce", and "Free Dental Services". Below the news is a "More news" button and social media icons.

At the bottom of the page is a blue navigation bar with several promotional tiles: "ATHLETICS UMKC ROOS Tickets and Schedules", "Listen LIVE Listen Now To KCUR Live", "MLK 5th ANNUAL MLK event Jan 30", "DEATH of a SALESMAN See KC Rep", "BLACKBOARD", "PATHWAYS", and "Webmail".

Below the navigation bar is a footer with the text: "HOME | TEXT ONLY | DISABILITY SERVICES | CONTACT US", "© 2013 Curators of the University of Missouri. DMCA and other copyright information. University of Missouri-Kansas City | Kansas City, MO 64110 | (816) 235-1000", and "UMKC is an equal opportunity/affirmative action institution. Email questions or comments about this website to webmaster@umkc.edu".

A small URL box at the bottom left of the page contains the text: <http://www.umkc.edu/az/index/>

Click 'N' and then *Networking & Telecommunications*.

The screenshot shows a web browser window with the URL <http://www.umkc.edu/az-index/default.asp?firstletter=N>. The page features the UMKC logo and navigation links for 'Future Students', 'Current Students', 'Parents', 'Alumni and Friends', 'Visitors', and 'Faculty and Staff'. A search bar is present with a 'go' button. The main content area is titled 'A-Z Index' and includes a list of links: 'Natural Sciences', 'Networking and Telecommunications', 'New Letters', 'News', and 'Newspaper'. The 'Networking and Telecommunications' link is highlighted in blue.

UMKC Faculty/Staff Students

search go

UNIVERSITY OF MISSOURI-KANSAS CITY

Future Students

Current Students

Parents

Alumni and Friends

Visitors

Faculty and Staff

Apply to UMKC

A-Z Index

The A-Z Index is a guide to official UMKC Web sites/pages and general, U

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#)

[View All](#)

[Natural Sciences](#)

[Networking and Telecommunications](#)

[New Letters](#)

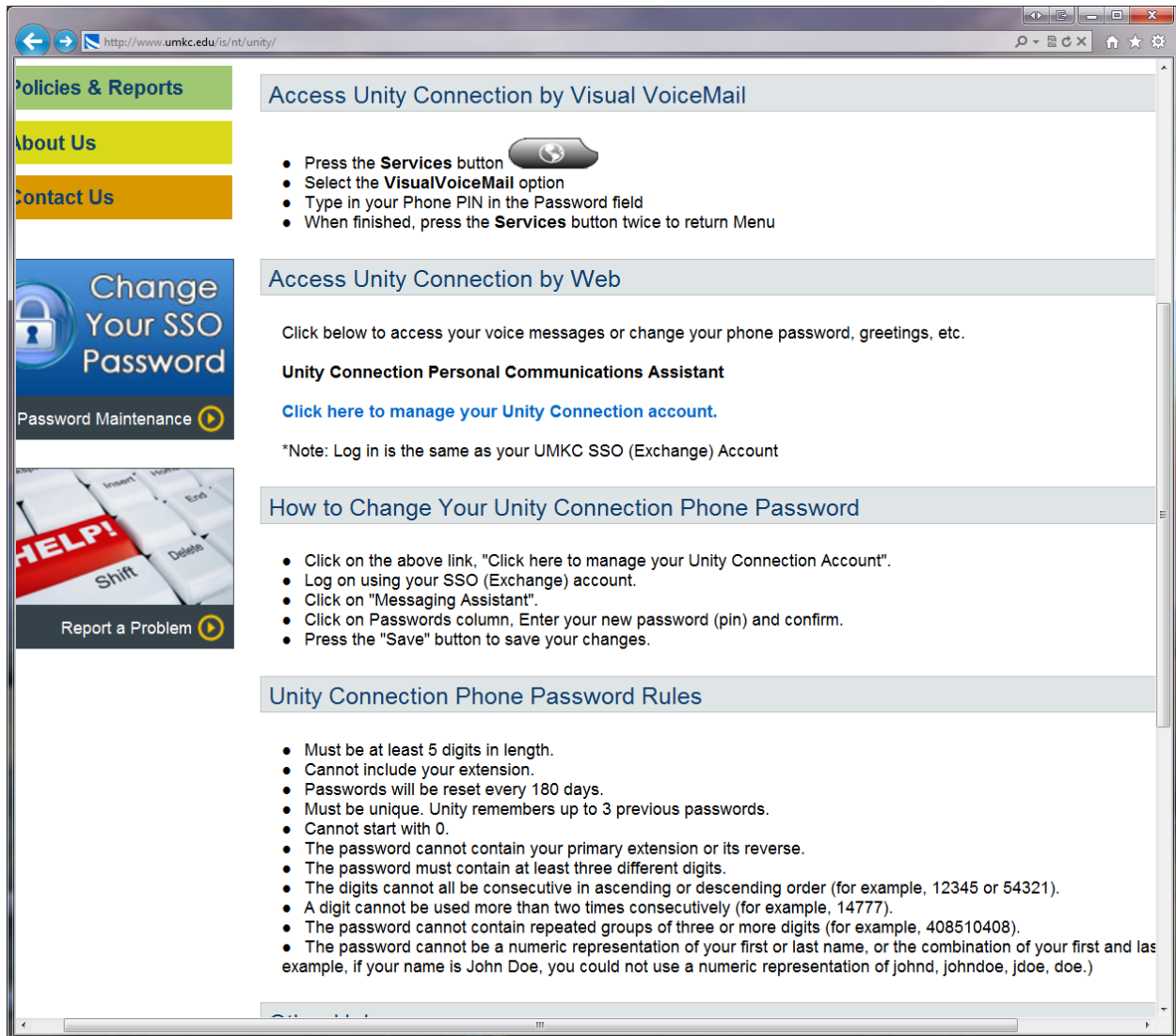
[News](#)

[Newspaper](#)

Under Voicemail, click *Unity Connection Voicemail*.

The screenshot shows a web browser window with the URL <http://www.umkc.edu/is/nt/>. The page header includes "UMKC" with radio buttons for "Faculty/Staff" (selected) and "Students". Below this is a search bar with the text "search" and a "go" button. A dark navigation bar contains the text "g & Telecommunications". Below this is a light gray navigation menu with links: [Net/Tel Home Page](#), [Service Order](#), [Unity Voicemail](#), [IP Phones](#), and [Contact Info](#). A red text announcement reads: "te the new security feature at the bottom of the electronic Service Order and Voice Mail forms .". The main content area is divided into several sections: "Communications Services" (with links for "Phone/Data Adds, Moves, and Changes" and "Order Form" for "Equipment Rental/Purchase/Training Communications (Cell Phones, Pagers)"), "Phones" (with links for "Campus Dialing Directions", "Phone Features (How to Use Your Phone)", "IP Phones - How to Enter Your Phone Location", and "IP Phone Home Page"), "Voicemail" (with links for "Unity Connection Voicemail", "How to change your Voicemail Phone Password", and "Voicemail User Change Form"), and "Networking" (with links for "View Charts and Graphs relating to UMKCnet" and "Network Operations Event Log (A valid UMKC account is required)"). On the left side, there is a "Js" section with the phone number "16-235-1595" and "5500", and an "Information" section with the text "ess:" and "p Hall".


Under *Access Unity Connection by Web*, click the one clickable link (in blue.)



The screenshot shows a web browser window at the URL <http://www.umkc.edu/is/nt/unity/>. The page has a left-hand navigation menu with the following items:

- Policies & Reports
- About Us
- Contact Us
- Change Your SSO Password (Password Maintenance)
- Report a Problem

The main content area is titled "Access Unity Connection by Visual VoiceMail" and contains the following instructions:

- Press the **Services** button 
- Select the **VisualVoiceMail** option
- Type in your Phone PIN in the Password field
- When finished, press the **Services** button twice to return Menu

Below this is a section titled "Access Unity Connection by Web" with the text: "Click below to access your voice messages or change your phone password, greetings, etc." and the heading "Unity Connection Personal Communications Assistant". A blue link is provided: [Click here to manage your Unity Connection account.](#) A note follows: "*Note: Log in is the same as your UMKC SSO (Exchange) Account".

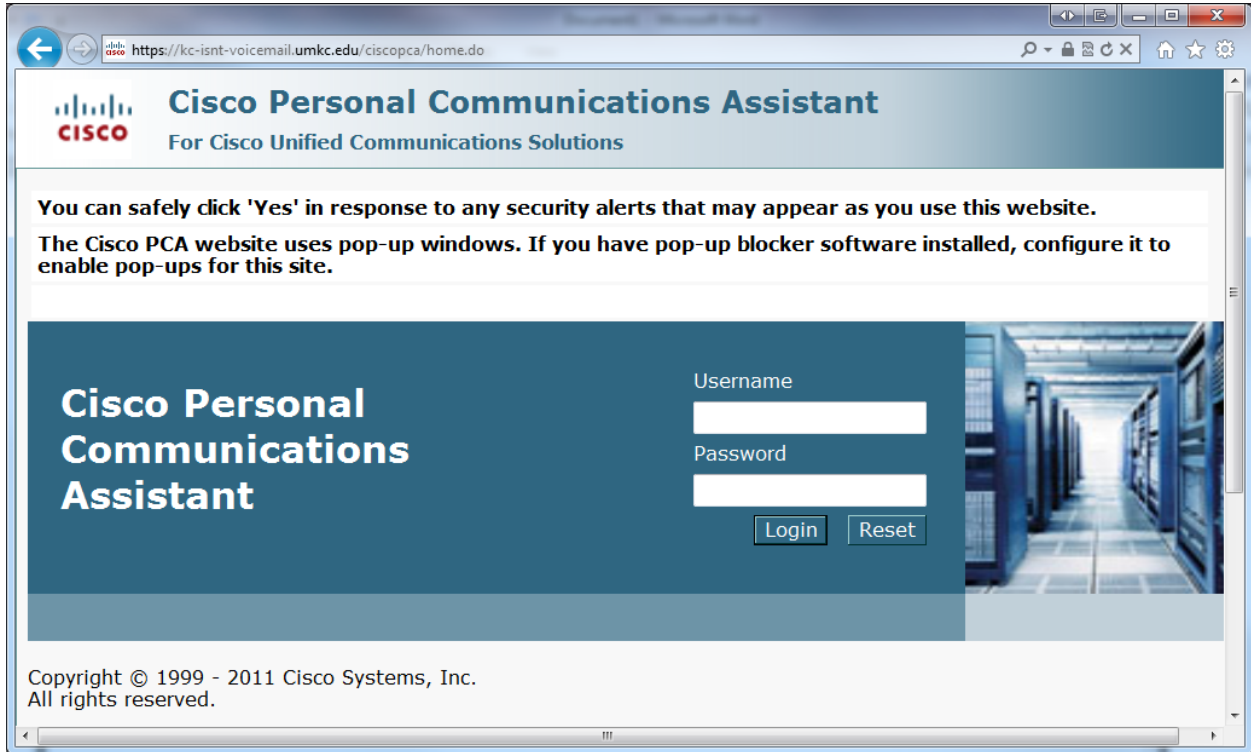
The next section is "How to Change Your Unity Connection Phone Password" with the following instructions:

- Click on the above link, "Click here to manage your Unity Connection Account".
- Log on using your SSO (Exchange) account.
- Click on "Messaging Assistant".
- Click on Passwords column, Enter your new password (pin) and confirm.
- Press the "Save" button to save your changes.

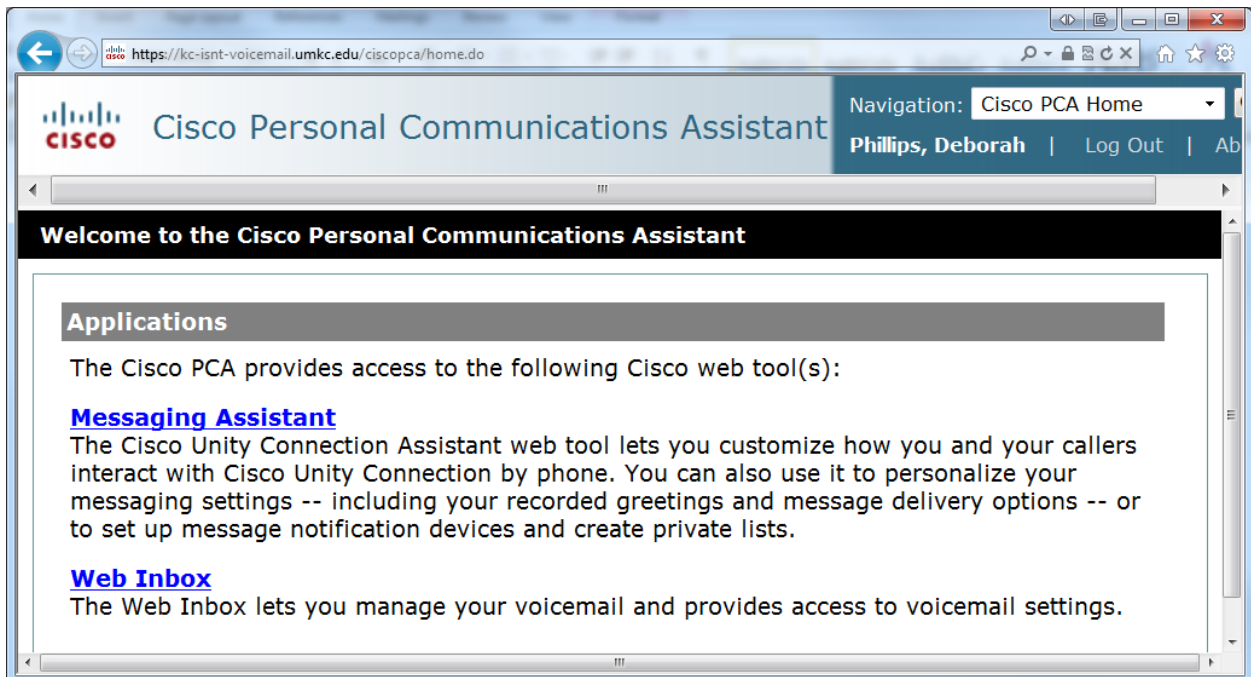
The final section is "Unity Connection Phone Password Rules" with the following list of requirements:

- Must be at least 5 digits in length.
- Cannot include your extension.
- Passwords will be reset every 180 days.
- Must be unique. Unity remembers up to 3 previous passwords.
- Cannot start with 0.
- The password cannot contain your primary extension or its reverse.
- The password must contain at least three different digits.
- The digits cannot all be consecutive in ascending or descending order (for example, 12345 or 54321).
- A digit cannot be used more than two times consecutively (for example, 14777).
- The password cannot contain repeated groups of three or more digits (for example, 408510408).
- The password cannot be a numeric representation of your first or last name, or the combination of your first and last name (for example, if your name is John Doe, you could not use a numeric representation of johnd, johndoe, jdoe, doe.)

Log in using your SSO, or UMKC user ID and password. (Do not key in your entire email address – just the username.) Then click *Login*.



Click *Messaging Assistant*.



Click the down arrow next to *Passwords* and click *Change PIN*.

Navigation: Cisco PCA Home
Phillips, Deborah | Log Out | Ab

Messaging Assistant >> Preferences >> Personal Options

Preferences ▾ Passwords ▾ Greetings ▾ Notification Devices ▾ Contacts ▾ Private Lists ▾ Help ▾

Save Change PIN External Service Accounts

Name

First Name Deborah

Alternate Spelling of First Name

Last Name Phillips

Alternate Spelling of Last Name

Recorded Name

Alternate Names

	First Name	Last Name
No entries		

Phone Numbers

Primary Device 2660

javascript:void(0)

Enter a new password following the password rules found back on the Unity Connection home page (below) then click *Save*.

