

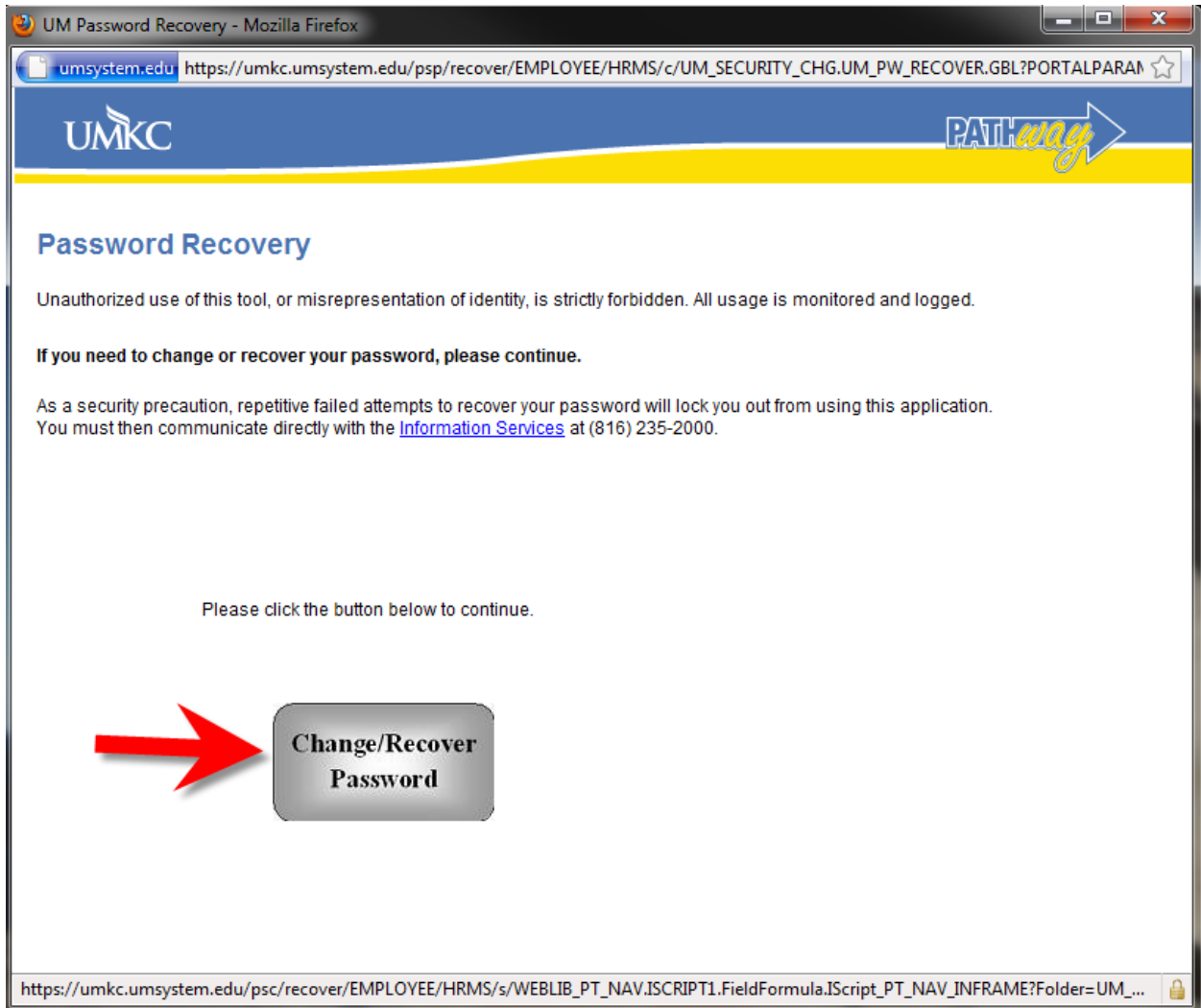


Accessing UMKC Pathway

If you are trying to log-in to Pathway, know your Single-Sign-on (SSO), but do not know your password follow these steps:

1. Go to the Pathway Web site: <http://pathway.umkc.edu>.
2. Click on the **Reset My Password** link.

A screenshot of the UMKC Pathway website. The browser address bar shows "PATHway: University of Missouri-Kan...". The page header includes the UMKC logo and "UNIVERSITY OF MISSOURI-KANSAS CITY". On the left is a blue-tinted image of a person walking on a path with the PATHway logo overlaid. On the right, there is a login form with fields for "User ID:" (with a note "(SSO or e-mail ID)") and "Password:" (with a note "(case sensitive)"). Below the password field is a yellow "Sign In" button. Underneath the login form are sections for "Guest Access" (with a link to "Schedule of Classes") and "Help Links". The "Reset My Password" link in the Help Links section is circled in red. At the bottom left, there is a copyright notice: "Copyright © 2008 Curators of the University of Missouri. All rights reserved." and at the bottom right, the text "w6".



3. A new window opens (if you have a pop-up blocker on your browser, you may have to hold down the CTRL key while you click the Reset My Password link which will allow the new window to open)
4. Click the **Change/Recover Password** button.

https://umkc.umsystem.edu - UM Password Recovery - Mozilla Firefox

UMKC

PATHway

User Identification

Welcome to the password recovery application. By providing the information requested, we will attempt to confirm your identify.
Please press the **ENTER** or **TAB** key after completing each field.

You must successfully complete at least three of the four fields to continue.

SSO: Supply your University Single Sign On ID SSO

DOB: Use the prompt to select your **Date of Birth**
(or enter in **MM/DD/YYYY** format) DOB

ID: Enter your University of Missouri Employee or Student ID number **Employee ID or Student ID**

Last 4 SSN: Enter the last four digits of your social security number **Last 4 SSN**

After data is entered in at least three of the above fields,
press the **ENTER** key to activate the Next button.

Done umkc.umsystem.edu

5. Enter the requested information.
 - a. Only three of the four fields are required.
 - b. Press the **Enter** button on the keyboard after completing each box.
6. Click **Next**

Setup Lost Password Recovery

Initial password setup at the University of Missouri is a multi-step process. If you need to recover your password in the future, you will be asked a series of questions related to your personal information. Additionally, the question chosen below will be asked of you. Once you answer all these questions correctly, you will be able to reset your password.

Once you have chosen your security question and supplied an answer, you may continue to reset your password for regular access.

Step 1: Choose a question from the drop-down list

Step 2: Enter the answer to the displayed question, and press **ENTER**

Step 3: Continue to Password Reset Page

We will encrypt your answers for added security!

Password Recovery Question	
Question	Answer
In what city were you born? <input type="button" value="v"/>	*****

7. **Select a security question** from the drop-down menu.
8. **Type your answer** to the question in the box.
9. Press **Enter** on your keyboard.
10. Click the yellow **Continue** button.

University SSO Password Guidelines:

Passwords Cannot:

- ◆ contain spaces
- ◆ be same as previous password, regardless of case
- ◆ be based on a dictionary word, or any UM/campus related terms
- ◆ be based on account owner's name or userid
- ◆ contain symbols other than those listed below

Passwords Must:

- ◆ be 8 to 26 characters in length
- ◆ contain characters from three of the four character sets:
 - ◇ lowercase letters: **a-z**
 - ◇ uppercase letters: **A-Z**
 - ◇ digits: **0-9**
 - ◇ symbols:

? . , _ - ~ + = \$!

SSO Password:

Retype Password:

After Successfully Changing your Password, please use the link below to access Student Applications with your new password.

Please allow 5 or 10 minutes for your password change to take effect, if it does not work immediately.



[PATHway](#)

11. **Set-up your password.**

Note: There are lots of rules for the creation of the password which are explained on the page. A suggestion for creating a password that is complex enough to meet the criteria but easy enough to remember is to use the first letters of each word in a common phrase. For instance use the sentence, "I like green eggs and ham, Sam I am," to create the password: **Ilgeah, sIa** which meets all password criteria.

12. After you have typed your password twice, click the yellow **Set Password** button.

13. You will get a confirmation message that your password set-up was successful.

14. Click on the **PATHway** link at the bottom of the page to log-in to Pathway.

If anything in this process does not work, or if you need additional assistance, contact the Call Center at 816-235-2000.