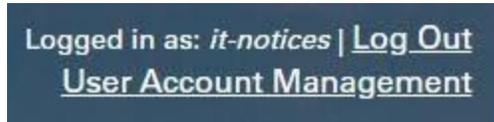**How to change NetID password in MyNCF Portal**

1. From the MyNCF portal home screen, select the "User Account Management" link on the top left corner.

2. Under Account Details & Activity, select the "Change your password now" link.

3. Enter your current password and click the Continue button.
4. Enter a new password following the password complexity standards listed. Confirm the new password and click the Continue button.

   Your password has been changed. Click the link "Return to the Account Management page" to return to the MyNCF Portal.

How to reset a lost/forgotten password.

Please Note: You cannot use the "Forgot password?" link unless you have setup challenge questions or a secondary, non-NCF email address. see the instructions below for more information.

1. From the home page of myNCF, select the "Forgot Password?" link.

2. Type in your Net ID and click the continue button.
3. From the End-User Self Service page, select either
   a. "3 Challenge Answers"
   b. "One Time Passcode"

4. Authentication Option

   3 Challenge Answers: on the next screen type in the answers to the questions in the drop down menu and click the Continue button.One Time Passcode (Preferable method): A random password will be sent to the secondary email registered.Check your secondary email for the One Time Passcode

   Type or copy and paste the one time password and click the confirm button.

5. Enter new password following the password complexity standards on the page. Confirm the new password and click the ontinue button.

   Your password has been reset

How to create challenge questions or enroll a secondary email for self-service password resets.

Logged in as: *it-notices* | Log Out
User Account Management

From the home screen, select "User Account Management" on the top left corner.

To set Challenge Questions:

1. For Challenge Questions, select Challenge Questions and then select "Set my challenge answers"

Challenge Questions

Challenge Questions

Required: *Answer 3 of 10 questions*
Enrolled On: *[Never]*
Set my challenge answers
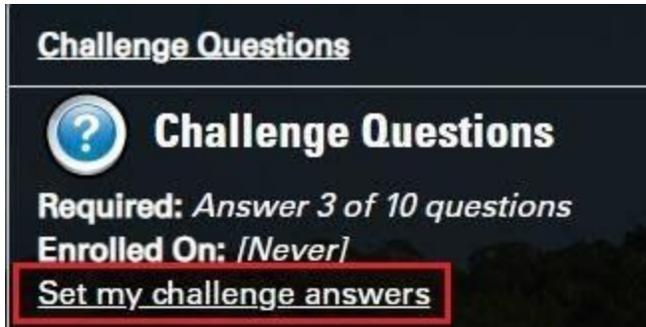
2. Select 3 questions from the predefined questions list and provide answers. Click OK. (Please note all answers must be unique and more than 4 characters.)

To Setup Secondary Email:

1. For secondary email, select "Registered Email Address" and then select "Add my email"l

Registered Email Address

Registered Email Address

Email Address:
Confirmed On: *[Never]*
Add my email

2. Enter your preferred email address and select continue. (Please note, this must be a non-NCF email address)
3. Log into the secondary email account and copy the One-time password sent in the message.
4. Go back to screen where you setup the secondary email and paste in the one-time password.

A secondary email has been registered and can now be used to reset a password.