## Setup or change your Portal password

After you have received your Portal login (sent by email), you can change the password for one which is easier to remember. Use this guide also to recover the forgotten password.

## 1. Go to portal.ulster.ac.uk

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## 2. Choose Change or forgot my password link

vhat is the prob	iem you are naving?
I forgot my password	
I know my password, but	t I want to change it
O My password has expired	1
O Manage my staff account associates only)	- e.g. change your Secret Question & Answer (available to staff and
	14171730

3. Choose I forgot my password option and click Next

## 4. Use your student number (b00xxxxx) for Your Network ID



- 5. Use your date of birth (DDMMYY, e.g. 010174) for **Your Banner PIN**
- 6. Choose a new password.