# Student User IDs & Passwords

Students at UCM use the following pairs of identifiers to access UCM’s computer/network resources:

1. **MyCentral** User ID and Password
2. **Network & Blackboard** User ID and Password (same for both)
3. **Google** Username and Password.

*Note: It is highly recommended that you use the same password for all of these accounts. Refer to the criteria in the table below.*

*Note: Each password must be changed individually for each system.*

---

If you need additional assistance with any of the following processes, contact the Technology Support Center at 660.543.4357 (HELP) or tsc@ucmo.edu.

---

Record your account information here as you complete the steps; keep it in a safe place!

<table>
<thead>
<tr>
<th>User ID/Name</th>
<th>NEW Password</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MyCentral</strong></td>
<td>Use these criteria to ensure your password works in all systems:</td>
</tr>
<tr>
<td>700 _ _ _ _ _ _ _ _ _</td>
<td>• 9-14 characters</td>
</tr>
<tr>
<td></td>
<td>• At least 1 letter</td>
</tr>
<tr>
<td></td>
<td>• At least 1 number</td>
</tr>
<tr>
<td></td>
<td>• At least 1 uppercase letter</td>
</tr>
<tr>
<td></td>
<td>• At least 1 lowercase letter</td>
</tr>
<tr>
<td></td>
<td>• At least one of these characters: ~ ! ^ . * _ [ ] { }</td>
</tr>
<tr>
<td><strong>UCM Network Blackboard</strong></td>
<td>Use these criteria to ensure your password works in all systems:</td>
</tr>
<tr>
<td>___ ___ ___ ___ ___ 0</td>
<td>• 9-14 characters</td>
</tr>
<tr>
<td><strong>Google</strong></td>
<td>• At least 1 letter</td>
</tr>
<tr>
<td></td>
<td>• At least 1 number</td>
</tr>
<tr>
<td></td>
<td>• At least 1 uppercase letter</td>
</tr>
<tr>
<td></td>
<td>• At least 1 lowercase letter</td>
</tr>
<tr>
<td></td>
<td>• At least one of these characters: ~ ! ^ . * _ [ ] { }</td>
</tr>
</tbody>
</table>

Your 3 initials

Last 4 digits of 700# (see above)
MyCentral

The MyCentral User ID and Password are used to log into the MyCentral portal, where you may:

- enroll for classes
- pay bills
- check grades, etc.

How do I receive my MyCentral User ID (Student ID/700#)?

Via a mailed letter, an email, in person (for International students or last-minute registrations), or verbally over the telephone.

OR

You can look it up at https://www.ucmo.edu/infoserv/webapps/student/banner_id/secure.php.

Where can I find my MyCentral Password?

If you supplied a personal email address when you applied for admission, you will receive an email with a web link to retrieve a temporary MyCentral Password, which will allow you to reset it to your own password. (International Students receive their MyCentral Password in person at an orientation session.)

1. Login to MyCentral from a non-UCM-networked computer using the temporary password provided via the link in the email.
   
   Note: Upon your first login to MyCentral, you will be asked to enter a new Password.

2. Follow the instructions on the password change form.

3. Answer the password recovery questions during that process.
   
   Note: The answers you provide will be used to easily recover your access to MyCentral, should you forget your Password.

How do I change my MyCentral Password?

See password criteria on page 1.

There are two options:

1. Login to MyCentral with your current User ID and Password.
2. Click on My Account.
3. Follow the instructions under Change My Password.

OR

1. Click the Forgot Password? link on the MyCentral login page.
2. Correctly answer the security questions.

If you need additional assistance with any of the above processes, contact the Technology Support Center at 660.543.4357 (HELP) or tsc@ucmo.edu.
UCM Network & Blackboard

The UCM Network User ID and Password are used to log into campus computers, your student network drive, the Blackboard course management system, and the secured UCM WiFi signal.

Note: Use the UCM Network User ID and Password combination to login to Blackboard as well.

Where can I find my UCM Network User ID?

1. Login to MyCentral from a non-UCM-networked computer.
2. Select the Network Password Change tab.
3. View your Network User ID, which will be displayed there. This will also be your Google Username (see next page).

   Note: Your Network User ID is your three (3) initials and the last four (4) digits of your Student ID/700#, plus a zero (0) at the end.

   Example: If Chris M. Doename’s Student ID/700# is 700321654, the Network User ID will be cmd16540.

Where can I find my UCM Network Password?

It can take up to 15 minutes for a new password to take effect across all UCM systems.

   Note: You don’t have to know your network password in order to submit a new one.

1. Login to MyCentral from a non-UCM-networked computer.
2. Click on the Network Password Change tab.

   Note: You will have an opportunity to input a new network password either as your initial password or as a replacement for an existing password.

3. Follow the instructions for creating a secure password, and submit your new password.

How do I change my UCM Network Password?

See password criteria on page 1.

You may change your network password at any time. It is highly recommended that you use the same password for the UCM Network/Blackboard that you are using for MyCentral.

   Note: New students must wait 24 hours after enrolling before creating this password.

1. Login to MyCentral from a non-UCM-networked computer.
2. Click on the Network Password Change tab.
3. Follow the instructions for creating a secure password, and submit your new password.

If you need additional assistance with any of the above processes, contact the Technology Support Center at 660.543.4357 (HELP) or tsc@ucmo.edu.
Google

The Google Username and Password are used to login to Google Apps @ UCM, to access email, calendar, Google docs, and other services available within the Google Suite.

Where can I find my Google Username?

Your Google Username is the same as your Network User ID. (See previous page.)

Where can I find my Google Password?

Your initial password is set to the last six (6) numbers of your social security number and the first five (5) letters of your last name.

Example: The initial password for Chris Doename, SSN 321-54-9876 would be 549876doena

Note: If your last name has fewer than five letters, then your password will just use the letters that are available.

How do I change my Google Password?

See password criteria on page 1.

It is highly recommended that you use the same password for Google that you are using for your UCM Network/Blackboard Password and MyCentral.

1. Login to Google at www.gmail.com.
2. Respond to the prompts to create a new password.

If you need additional assistance with any of the above processes, contact the Technology Support Center at 660.543.4357 (HELP) or tsc@ucmo.edu.