

# Logging on to myWings for the 1st time



Go to [www.unf.edu](http://www.unf.edu) and click on the myWings logo

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2 The first time you log in, click on "Login Help" so that you can create a new password.



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- Enter the code
- Enter your first and last name
- Click "next"

Welcome to my UNFID.  
This application allows you to find your UNF ID and change your password.



Enter the code shown above:

(Note: If you cannot read the numbers in the above image, reload the page to generate a new one.)

First Name: \*

Last Name: \*

**Next**

SSN: \*  xxxxxxxxxx

DOB: \*  mm/dd/yyyy

**Next**

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- Enter social security number
- Enter date of birth in mm/dd/yyyy format (include / marks)
- Click "next"

Below is the information for your UNF ID.

UNF ID        n00000000  
 First Name:   Ozzie  
 Last Name:    Osprey

n00000000. Click 'Next' to go to ITS Self Service to change your UNF Network password.

**Next**

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- Your UNF ID is called your n-number
- Write it down & prepare to memorize it
- Click "next"

## Login

Please login with your Login ID and Password

Login ID

Password

**Proceed**

Notification

Tip: If you do not know your Login ID or Password, you may use your Social Security Number as your Login ID and your date of birth (YYYY/MM/DD) as the Password. Once you are authenticated, you can view your Login ID, and change your Password if necessary.

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- **Login ID: Enter social security number**
- **Password: Enter date of birth in yyyymmdd format (without / marks)**
- **Click "Proceed"**

## MENU:

View Aliases  
View Information  
View Policies

Create Alias  
Delete Alias

Update Public Alias  
Update Delivery Address

View Users

Change Password

## View Information for n0000000

Please review your personal information below, and update as appropriate.

Display

Osprey, Ozzie

First

Ozzie

Nickname

Middle

Oscar

Last

Osprey

Suffix

**Apply**

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- **Select "Change Password"**

Update Public Alias  
Update Delivery Address

View Users

Change Password

SEARCH:

**Lookup**

SESSION:

Logout

The new password must start with a letter, followed by any combination of letters and numbers. It may include underscores, but it may not include any other special characters.

**The new password must be at least 15 characters, but no greater than 30 characters in length.**

New Password

New Password (again)

**Apply**

**Notification**

No action was requested

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- **Enter new password according to instructions.**
- **Click "Apply"**
- **When notification reads "password changed," click logout**



UNF ID:

Password:

Login

Cancel

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- **Return to original myWings screen and login using your N number and your newly created password**

