This application provides new University Employees with a way to pick up their automatically created accounts, verify their identity, change their password and validation questions.
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Accessing the Account Pickup Application

Go to the address:  https://profiles.uhcl.edu/EULA/

Enter in your Employee Id Number and your birthdate.

Click “Sign In”.
Accepting the Acceptable Use Policy

You will be provided with a copy of the current UHCL Acceptable Use Policy. You must check the checkbox for Agree to Terms, and click the Submit button in order to proceed. Clicking Cancel will return you to the Account Verification Screen.

When you click Agree to Terms, you will be shown your account Username and be prompted to set your account password and security question and answer.
Setting your Account Password

Your **Username** will be shown at the top of the form.

Enter and confirm your new account password, followed by a security question and answer for account recovery.

Passwords must be at least 8 characters in length.
Passwords must not contain, or be the same as your name or user id.
Must contain 3 of the following 4:
- Uppercase letter
- Lowercase letter
- Number
- Special Character.

The Challenge question and answer will assist you when you have forgotten your password and allow you to change it using the Password Reset Tool.

Once you have entered a new password and the challenge question/answer, click the Change button to proceed.
On a successful change, you will see confirmations that your password has been changed, and that your challenge information has been updated successfully.

You will be automatically logged out of the application, and be presented with links to the UHCL Homepage, Webmail, and Blackboard.
Resetting Your Account Password

If you have already accepted the Acceptable Use Policy when you provided your Employee ID and Date of Birth, you will be shown your Username and be given a link to reset your account password:

Click the Continue button to proceed with resetting your account password.

You will then be redirected to the Reset Password tool at: https://profiles.uhcl.edu/ResetPassword