

# END USER LICENSE AGREEMENT

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.

*Revised March  
2017*

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## Accessing the Account Pickup Application

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

The screenshot shows the 'UHCL Account Pickup' application interface. At the top, there is a yellow banner with the text 'UHCL Account Pickup'. Below this is a blue header bar with the text 'End User License Agreement'. The main content area contains two input fields: 'Employee Id Number:' with a required field indicator (\*) and a text input field; and 'Your Birth Date:' with a required field indicator (\*), a date format placeholder 'MM/DD/YYYY', and a calendar icon. Below the input fields is a blue button labeled 'Sign in'. At the bottom, there is a blue header bar with the text 'What Can I Do?' and a list of instructions: 'Pickup UHCL Computer Account and Agree to Acceptable Use Policy', 'Enter Employee Id [i.e. 1234567]', 'Enter Your Birth Date', and 'Click [Sign In]'.

Enter in your Employee Id Number and  
your birthdate.

Click **“Sign In”**.

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## Accepting the Acceptable Use Policy

### UHCL AUTOMATED INFORMATION SYSTEMS ACCEPTABLE USE POLICY

The University's automated information systems, data processing equipment, information assets, and network systems are a valuable and unique resource dedicated to promoting educational excellence. To allow the University to provide quality, equitable, and cost effective information and communication resources to the educational community, system users must regard it as a shared resource and cooperate as a diverse community for common purposes. It is therefore imperative that users conduct themselves in a responsible, ethical, and polite manner while using these automated information systems. In accordance with the Texas Department of Information Resources and UHCL's Information Resources Security Policies, all users are expected to abide by the following guidelines as an Automated Information Systems Agreement of Understanding

- Use of UHCL's automated information systems is for authorized users engaged in educational or research pursuits. Unauthorized use is prohibited and subject to Federal, state, civil, and criminal laws.
- Use of UHCL's automated information systems for any commercial purpose, including product advertisement, or political lobbying is prohibited. (TAC 201.13b; Vernon's Annotated Texas Codes 556.004)
- Users are expected to honor all software license agreements and abide by copyright laws. The University does not knowingly permit its equipment to be used in the violation of such conditions. Failure to honor these agreements and laws could have legal ramifications.
- Users have their own logon accounts to UHCL's shared automated information systems to provide personal accountability for activities. Computer accounts, passwords and other types of authorization codes should not be shared with others.
- Users shall not leave a terminal or microprocessor unsecured or unattended when it is logged on to a host computer or network.
- Users of UHCL's shared automated information systems shall not disrupt other user's use of the system. This includes distribution of computer viruses or other

I Agree to Terms

Cancel

Submit

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

Update Password and Challenge Question

**Username:** UHCLV [REDACTED]

**New Password** \* [REDACTED]

- Password requirements:
  - You are prevented from using recent passwords.
  - Must be at least 8 characters in length.
  - May not contain, or be the same as your student or employee id.
  - May 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.

**Confirm Password** \* [REDACTED]

**Challenge Question:** \* My challenge question

- Must be at least ten characters long.

**Answer:** \* [REDACTED]

- Must be at least three characters long.

**Re-Type Answer:** \* [REDACTED]

[Cancel](#) [Change](#)

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.

## Setting your Account Password - Continued

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.

### Password Changed

Your password was successfully updated.



### Challenge Information

Your challenge question and answer were updated.



### Account Activation Complete

You have been automatically logged out of this application.



### Account Activation Complete!

Your account has been activated for use. You may now login using your campus credentials.

- [UHCL Homepage](#)
- [UHCL Webmail](#)
- [UHCL Blackboard](#)

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## 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:

### Account Activation Complete

You have been automatically logged out of this application.

### You have accepted the current Policy Agreement.

- **Make note of your Username below**
- Click [Continue] to Proceed to Reset Password

**Username:**

UHCL \ [REDACTED]

✕ Cancel

✔ Continue

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>