



**TEMPORARY PW:  
1#ocwkmG**

Please change your pw on your next login:

1. Login:

<https://ds.as.utexas.edu/docushare/dsweb/Login>

(Your user name is: ramsey)

2. Click your user name in the upper left corner: ramsey

3. Click on 'Change PW' link

4. Use the following guidelines to create a new pw

*A secure pw includes the following characteristics:*

- Is eight or more characters in length
- Contains at least one numeral AND one special character
- Contains at least one upper AND one lower case alpha characters
- Uses no dictionary words or proper names
- Uses no dictionary words with similar number-for-letter substitutions such as "st0ps1gn" for stopsign
- Does not represent standard keyboard key sequences such as "1234asdf" and "qwertyui".

5. Enter your temp pw then your new pw twice and click apply

6. Click on the 'Home' link in the upper left corner to get back to the home page.