

Resetting Password

1. Sign into Web Data via automated email
 - The automated email contains your temp password

NORTHERN ARIZONA UNIVERSITY SURPLUS PROPERTY SOFTWARE

PLEASE LOGIN

PLEASE LOGIN

Email

Password [Forgot Password?](#)

Remember Me

[New Department Registration](#)

HELP

2. Select "Menu"

NORTHERN ARIZONA UNIVERSITY SURPLUS PROPERTY SOFTWARE

WELCOME, CHRISTOPHER AUGUSTINE
LOGGED IN AS ADMIN FOR SURPLUS PROPERTY OFFICE

≡ MENU + LOGOUT HELP

To Do List

Disposal Requests Scheduling

CURRENT TASKS COMPLETED

3. Select Department

To Do List

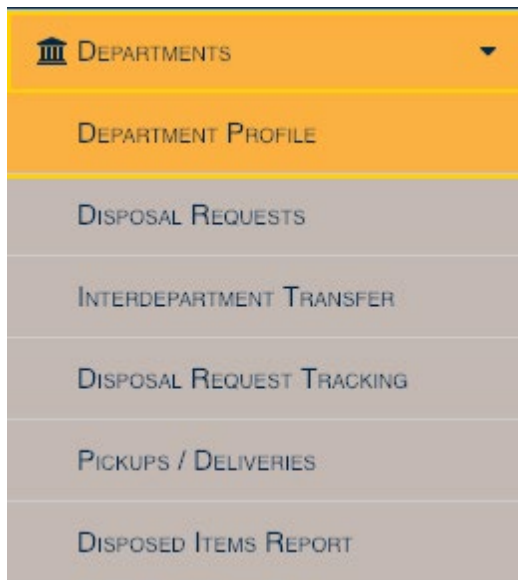
DEPARTMENTS

INVENTORY

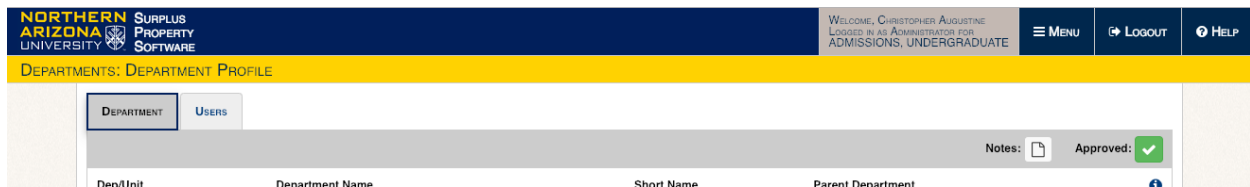
REPORTS

CLOSE MENU

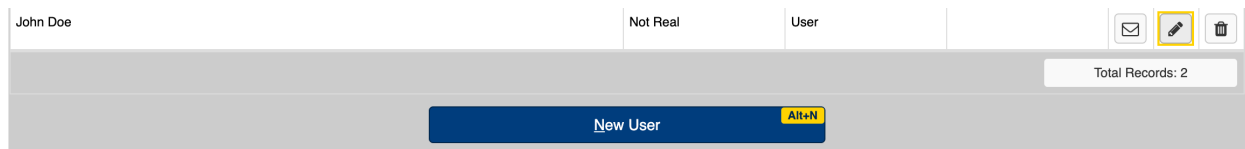
4. Select "Department Profile"



5. Select "Users"



6. Click the pencil icon next to the user you wish to change the password for




7. Click the padlock icon

DEPARTMENT USER

Assign Existing User

Select: ▾

Notes: 

First Name	Last Name	Job Title
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="Not Real"/>
Email	Password	Security Level
<input type="text" value="not.real@nau.edu"/>	<input type="password" value=""/>	<input style="border: 1px solid #ccc;" type="text" value="User"/>

Phones

Authorized for

Dept# 4500160 ACCESS SERVICES

8. Enter New Password two times and save

CHANGE PASSWORD

New Password

Repeat Password

*Alternatively an admin in your department can reset your password