Welcome Screen:

McGill Identity Management

Set your password for your McGill Central Services Account (Email / DAS)

** New students – please allow 1 to 2 business days after you register for your DAS/E-mail account to be accessible in Minerva.

Have your McGill ID card ready and then touch here when you are ready to start.
After the user clicks on the “touch here” button he/she is prompted with the following screen:

The user has to present his/her McGill ID card in front of the card reader
After the user presents the card the system checks if the user is staff or student. If the user is a student then he/she is prompted with the following screen:

![Password Login Screen](image)

**John Doe**

**What is your phone number?**

(____) - _____ - _____

(565) - 555 - 5665

Your password must be exactly 8 characters in length. Do not use spaces or single quotes ('). Enter your password in both fields and press "Submit".

+ Enter new password

+ Re-enter new password

Submit

Cancel
If the user is a staff member then he/she is *usually* prompted with the following screen:

**Minerva Security Question**: (answer is case sensitive)
What is your pet's name?

Your password must be exactly 8 characters in length. Do not use spaces or single quotes ('). Enter your password in both fields and press "Submit".

+ Enter new password
+ Re-enter new password

Submit

Cancel
If the user hasn’t setup his/her secret question in Minerva then he/she is prompted with the following screen:
The user has to answer the question he/she is presented with (Minerva secret question, Date of birth or phone number) and then select a new password and click on the “Submit” button in order to perform the password change.

After the password has been changed successfully the user is prompted with the following confirmation page:

The users can now choose to print a receipt to their records or exit the system by clicking on the “Exit” button.