



## How Do I? First Time Users

PeopleSoft version 9.0

### Accessing WINS for the First Time

- ▶ **Access UW-Whitewater's home page** at: <http://www.uww.edu>
- ▶ **Click on WINS**  
Located towards the upper right area of the page.
- ▶ If you have not used your Net-ID **you must set up your password** and answer some individual challenge questions before logging into the system.  
**(What is my Net-ID?**  
<https://post.uww.edu/help/net-id.asp> )
- ▶ On the WINS log-in page **select the link to the password reset page.**
- ▶ **Follow the directions** to reset your password. After you receive a confirmation of your password change, log-out of the password change page.
- ▶ To **Return to WINS** and sign in with your Net-ID and new password, you must return to UW-W's home page and select WINS.

## Things to Remember

when accessing WINS:

- ▶ Password length must be **at least 8 characters**
- ▶ Passwords must contain both alpha and numeric characters
- ▶ Passwords must contain 1 uppercase character. Passwords must also contain 1 lowercase character.
- ▶ Passwords may not contain your name or birth date.
- ▶ WINS password field is case-sensitive
- ▶ For additional tips on creating strong passwords, access iCIT Resources at:  
<http://www.uww.edu/security/index.html>,  
Create and Use Strong Passwords.

**NEVER SHARE YOUR  
PASSWORD**