



# NRC LAB USERNAMES AND PASSWORDS

UAA ITS Call Center phone 786 - 4646  
NRC Computer Lab phone 786 - 4843

This document answers questions about lab usernames and passwords.



## How do I log on the computer?\*

1. Press **Ctrl+Alt+Del**.



2. Click **OK** button.

\* See **Is there anything else I need to know?**





## What if my password quit working ?

UAA IT Services disable insecure accounts for both PC and/or Blackboard. You will need to login to the UAA Identity management site to fix it.

If your password quit working:

1. Ask the lab consultant to log you in as *nurse*.

2. Open an internet browser, either  or .

3. In the address bar type the following address:  
[username.uaa.alaska.edu](http://username.uaa.alaska.edu)

- 4 If you know your username enter it in the **User ID** field

If you know your password enter it in the **Password** field

User ID	<b>My Username</b>
Password	<b>My Password</b>
<b>Login</b>	<b>Forgot Your Password?</b>

5. Click on the **Login** button.



## What if I can't log in the ID Management website?

If your username and password are not recognized

1. Return to the home page:  
[username.uaa.alaska.edu](http://username.uaa.alaska.edu)
2. In the **User ID** field enter either your Student ID, Username, or Last Name.

Leave the **Password** field blank.

User ID	<b>My Username, Last Name, or Student ID</b>
Password	<b>Leave Blank</b>
<b>Login</b>	<b>Forgot Your Password?</b>

3. Click on the **Forgot Your Password?** button and answer security questions.

If you are getting errors or still unable to login to the web site call IT Services at 786-4646 (option 1) to fix the problem.



## I logged in to ID Management site, what do I do?

1. Click on the **Change Password** link.
2. Carefully read the instructions on the screen and type in your new password in both fields.
3. Click on the **Change Password** button.

If your password was not accepted, repeat from step 2.

If you successfully changed your password you should be able to log in to both PCs and Blackboard.

If you are still not able to log in to either PC or Blackboard call IT Services at 786-4646 (option 1) to resolve the issue.



## Is there anything else I need to know?

1. All students must log in with their own personal **Username** and **Password**.
2. All students must log off when they are done with the PC, otherwise, someone can take advantage of it.
3. If you are inactive for **30** minutes you will be logged off automatically. You will be warned prior to log off.
4. Once you are logged off, all your work is **Deleted**.