

# Collaboration Suite Email Username and Password

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Q: What is my CatID?

A: Your CatID is the combination of your username and password used for systems authenticated through the Central Authentication System. The **CatID** logo is your clue to use this username/password combination to log in. For more information on CatID go to <http://www.uni.edu/its/catid.html>

Q: What is my CatID username?

A: Your CatID username will be the same as your username for other UNI applications.

Q: How do I change my initial CatID password?

A: Login to MyUNiverse found at: <http://MyUNiverse.uni.edu>

Navigate to the MyEmail channel and click on **Set my new CatID password now** link

**Select a complex/strong password** yet one you can easily remember, using:

- At least eight characters
- At least one letter
- At least one number
- At least one special character: @ # \$ % ^ & \* ( ) + = - \_
- Spaces and apostrophes (') are NOT allowed in a password
- Passwords are case sensitive
- Passwords are good for 90 days

**TIP:** When selecting your new password, we recommend you choose a phrase that you can easily remember, but you need to use a special character such as a dollar sign (\$). Remember that your password provides security access to your personal records and is never to be shared with others.

Q: How do I change my initial CatID password for a departmental email account?

A: See <http://www.uni.edu/its/us/email/FAQs/DeptAccounts.htm>

Q: How do I change my CatID password in the future?

A: For departmental accounts, see <http://www.uni.edu/its/us/email/FAQs/DeptAccounts.htm>

For individual user accounts, Login to MyUNiverse found at: <http://MyUNiverse.uni.edu>

Navigate to the MyEmail channel and click on **Change my CatID password** link.

Use the rules in the question above for the rules for strong passwords.

Q: How often does my CatID password expire?

A: CatID passwords expire every 90 days.