URMA
University Records Management Application
Updated October 2015

USING URMA

Section II:

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CHANGING PASSWORDS

Passwords for URMA must:

- be 10 to 32 characters;
- contain at least a number;
- contain a non-alphanumeric character.

Your password will need to be changed annually.

Each user may change his or her password at any time but must be logged in to do this. If you have forgotten your password and are unable to log in, please email the University Records Office (urma-help@virginia.edu) to request a password reset.

**Your account will be locked after five unsuccessful login attempts.** At that point you will need to contact the Records Management Office to reset your password (send email to urma-help@virginia.edu).

To change your password, click the **Admin** button on the Navigation Menu to display this screen:
Click the **Change Password link** and enter your current password, your new password, and then re-enter your new password.

Be sure to click **Save**