

# URMA


## University Records Management Application

Updated October 2015

# USING URMA

## Section II:

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**ISPRO**  
Information Security, Policy, and Records Office

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[records@virginia.edu](mailto:records@virginia.edu)  
[www.virginia.edu/recordsmanagement](http://www.virginia.edu/recordsmanagement)

# CHANGING PASSWORDS

Passwords for URMA must:

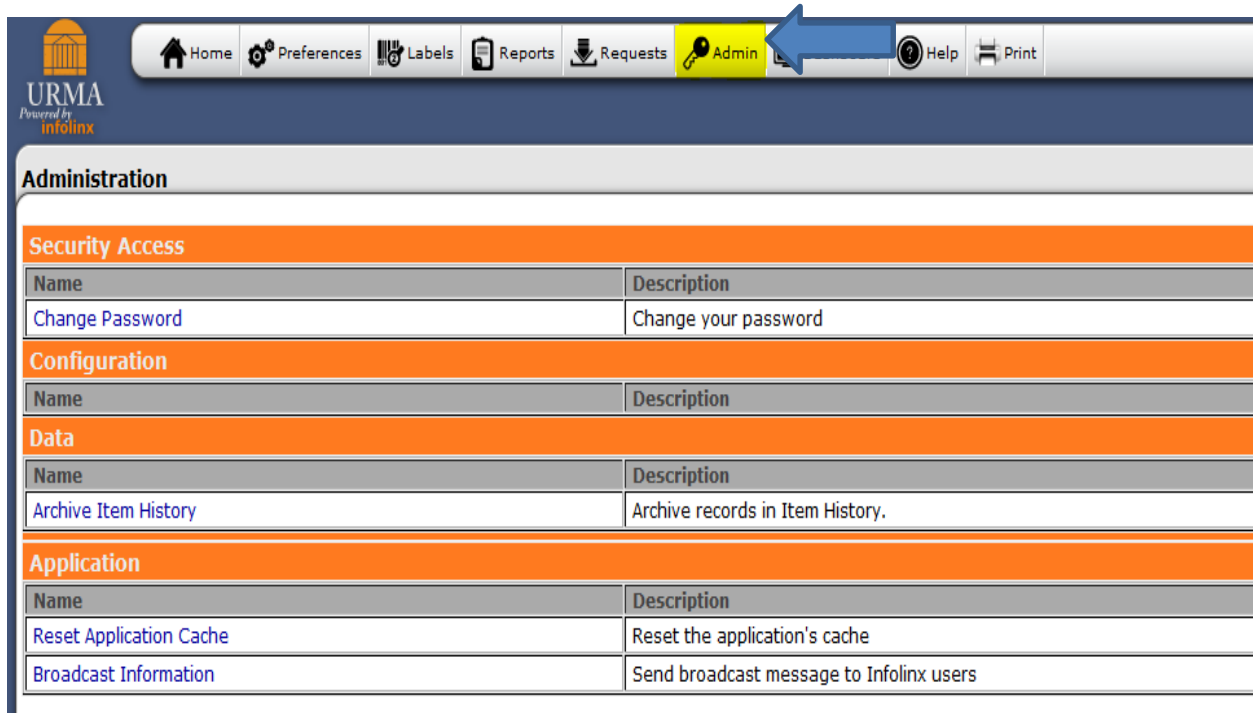
- be 10 to 32 characters;
- contain at least a number;
- contain a non-alphanumeric character.

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](mailto: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](mailto:urma-help@virginia.edu)).

To change your password, click the **Admin** button on the Navigation Menu to display this screen:



The screenshot shows the URMA Administration interface. The navigation menu at the top includes Home, Preferences, Labels, Reports, Requests, Admin (highlighted with a blue arrow), Help, and Print. The main content area is titled 'Administration' and contains four sections: Security Access, Configuration, Data, and Application, each with a table of options.

| Security Access                 |                      |
|---------------------------------|----------------------|
| Name                            | Description          |
| <a href="#">Change Password</a> | Change your password |

| Configuration |             |
|---------------|-------------|
| Name          | Description |

| Data                                 |                                  |
|--------------------------------------|----------------------------------|
| Name                                 | Description                      |
| <a href="#">Archive Item History</a> | Archive records in Item History. |

| Application                             |  |
|---|--|
| Name                                    | Description                              |
| <a href="#">Reset Application Cache</a> | Reset the application's cache            |
| <a href="#">Broadcast Information</a>   | Send broadcast message to Infolinx users |

Click the **Change Password link** and enter your current password, your new password, and then re-enter your new password.

**Change Password** Save Close

Please enter your current password. Then press the Tab key and enter your new password in the "New Password" field. Press Tab again, and reenter your new password in the "Confirm New Password" field to ensure accuracy. Click on the "Save" button to save your changes.

Current Password:

New Password:

Confirm New Password:

Be sure to click Save