

URMA

University Records Management Application

Updated October 2015

USING URMA

Section II:

Changing Passwords page 2



ISPRO
Information Security, Policy, and Records Office

records@virginia.edu
www.virginia.edu/recordsmanagement

CHANGING PASSWORDS

Passwords for URMA must:

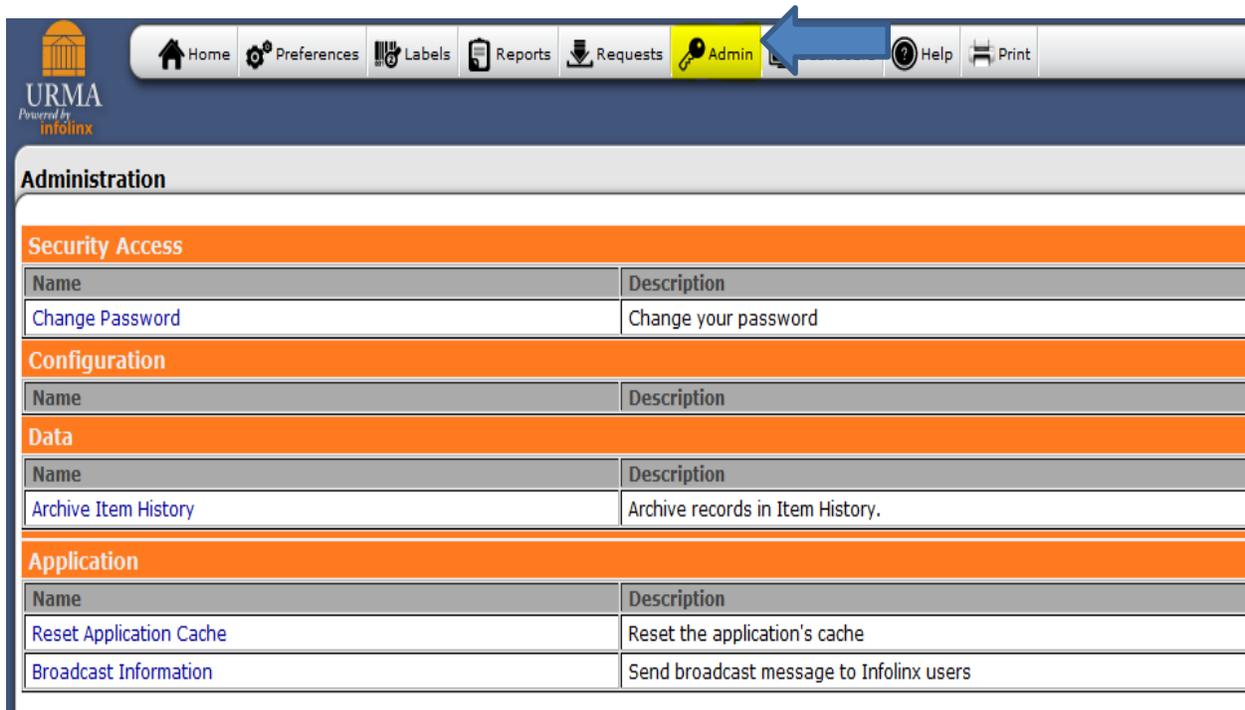
- be 10 to 32 characters;
- contain at least a number;
- contain a non-alphanumeric character.

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) 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:



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.

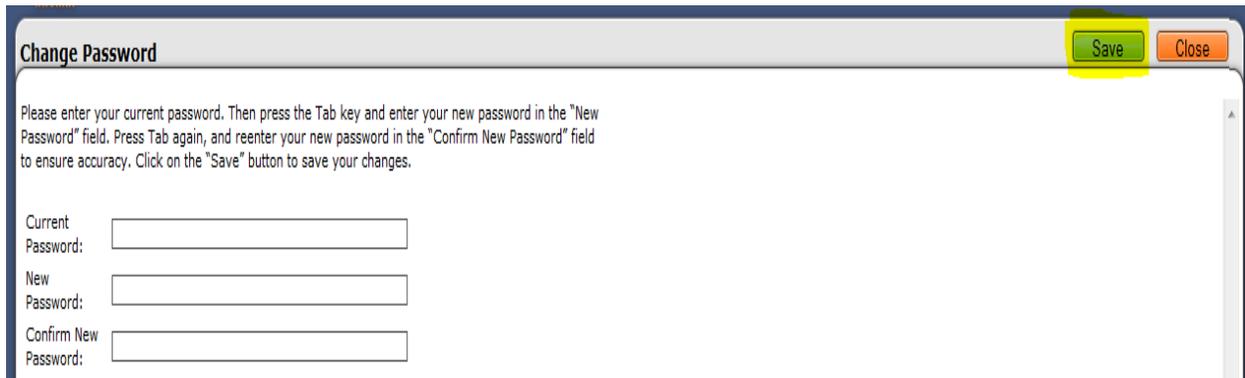
Security Access	
Name	Description
Change Password	Change your password

Configuration	
Name	Description

Data	
Name	Description
Archive Item History	Archive records in Item History.

Application	
Name	Description
Reset Application Cache	Reset the application's cache
Broadcast Information	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