University Library: Setting your University password for the first time

1. Go to https://adfs.lincoln.ac.uk/adfs/portal/updatepassword/

2. Enter your full University email address

   e.g. 12345678@students.lincoln.ac.uk

   someone@example.com

3. Enter your default password. Your default password is your date of birth in the following format: Monthddyyyy

   Note: The month must start with an uppercase/capital letter.

   Old password

4. Enter a new password and enter it again to confirm the new password

   Note: The password should:
   - Be a minimum of 8 characters (longer is better)
   - Contain upper and lower case letters
   - Contain numbers
   - Contain symbols (punctuation) such as: ! @ # $ % ^ & * () _ + | - = \ [ ] { } ; ' " , . /
   - Not be based on personal information (e.g. DOB), your user name or the names of family, children or pets
   - Not be a password you have used before

5. Click on Submit