Setting up a Passport York Account

Step by Step Instructions

Before you begin, please ensure you have:

- Your 9 digit employee ID number
- Last four digits of your Social Insurance Number

Setting up a Passport York & Central Email Account

1. Go to Manage My Services by entering in the address bar of your web browser:
   http://mms.yorku.ca

Passport York Login

Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

New to Passport York?

- New Student Sign Up
- Employee Sign Up
- Faculty and Staff
- Alumni

Forgot your Password or Username?

- Students
- Faculty and Staff
- Alumni
2. Click on Employee Sign Up

3. Enter your Username and Password, click Sign Up.
Setting up a Passport York Account

Step by Step Instructions

Username: your 9 digit employee ID number (see ‘a’ below if you do not have your employee ID number)

Password: last 4 digits of Social Insurance number and last 4 letters in surname (please note on screen Surname rules).

Passport York Login

Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

Passport York Sign-Up for Employees

Note: You can only use the Employee Sign-Up page once.

Your Employee Number: 

Last 4 digits of your S.I.N. followed by the last 4 letters of your surname: 

Sign Up

Surname rules:

- If your surname has less than 4 characters just enter your full surname
- If there is a - or a ’ on your surname skip it and do not enter it
- If your surname has accents, use the unaccented letter.

If you have never used Passport York before, then enter the information on the left to create your Passport York username and password.

Once you have created your username and password, you can use them to sign in at Passport York login pages, such as yu link, Maximo and using AirYork wireless internet on campus.
Setting up a Passport York Account
Step by Step Instructions

a. **If you do not have your employee ID number**, this can be found at the top of a pay stub. Please see example below. Your Manager can also provide you with this information.

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Pay Begin Date: 02/01/2014</td>
<td>Pay Begin Date: 02/28/2014</td>
<td>Advice #: 2022107</td>
</tr>
<tr>
<td>Pay End Date: 02/28/2014</td>
<td>Pay End Date: 02/28/2014</td>
<td>Advice Date: 02/28/2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee ID: 10208285</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay: 10208285</td>
</tr>
<tr>
<td>Location: Kinsmen Building</td>
</tr>
<tr>
<td>Full Title: HRSM Business Analyst</td>
</tr>
<tr>
<td>Pay Rate: $5,416.67 Monthly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS AND EARNINGS</th>
<th>TAXES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Chm Ant.: 11,138.00</td>
<td>Fed. Ant.:</td>
</tr>
<tr>
<td>Spec. Ant.: 9,670.00</td>
<td>Qc. Ant.:</td>
</tr>
<tr>
<td>AdR. Ant.:</td>
<td>OFF</td>
</tr>
</tbody>
</table>

4. You will now be asked to enter a username. This name will be used for both your staff email address, and your Passport York account.
Creating your Passport York and Email Username

Your Username

- Must be 3-8 characters long
- Must start with a letter, and consist only of letters and numbers
- Letters must be in lowercase only

Note: Your Passport York username will be used for your official York email address (username@yorku.ca).

Examples of valid usernames: smithd, dave85, ds85

5. Click ‘Create Username’
Creating your Passport York and Email Username

Your Username

- Must be 3-8 characters long
- Must start with a letter, and consist only of letters and numbers
- Letters must be in lowercase only

⚠️ Note: Your Passport York username will be used for your official York email address (username@yorku.ca).

Examples of valid usernames: smithd, dave85, ds85
6. If the username you choose is being used by someone else, you will receive the following message. Simply replace the username you had selected with a new one, and click ‘Create Username’ again.

7. When your username choice is accepted, you will receive an attention screen. Write down your username.
Attention

You have chosen *johndoe2* as your primary username. Once you click on "Continue" below you will use *johndoe2* as your username on all future logins to Passport York authenticated applications, including "Manage My Services".

⚠️ Stop!

Write Your New Username Down: *johndoe2*

It is essential you remember your new username - *johndoe2*. You will not be able to use any computing resources at York without it. *Please make sure you write it down or memorize it.*

Continue

8. Click continue.
9. You will now be prompted to change your password. Enter your current passport York password (last 4 digits of SIN, last 4 letters in last name). Use the Password Guidelines to select a new password, and enter.
10. Click change password.
Setting up a Passport York Account
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Success! You’ve changed your password. Your Passport York account consists of the:
1 – Username: the username you just created
2 – The password that has just been successfully created.
11. Please click Continue.

12. You will now be prompted to set up security questions, in the event that you lose your Passport York password. Click OK.

13. Select security questions from each drop down menu, and type your answer in the space provided below each. All questions must be completed. Once finished, click Set Questions.
14. You will be presented with a confirmation screen that confirms your security questions have been set. You have completed set up of your Passport York account. Click Logout.
Setting up a Passport York Account

Step by Step Instructions

Password York Password Reset

PASSPORT YORK PASSWORD RESET

Passport York Security Questions Setup

Your security questions were successfully setup. Thank you.

Should you forget your password in future, please go to https://wwwreset.yorku.ca/yorkresetinfo where you will be asked for your employee ID and the answers to 3 of the security questions you completed, and be able to reset your password in minutes.