

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.

Username:

Password:

Login

Click this box before logging in to change your Passport York password.

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

Passport York Login

Passport YORK 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](#)

Username:

Password:

Login

Click this box before logging in to change your Passport York password.



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 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

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.

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.

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.

York University 4700 Keele Street Toronto, ON M3J1P3	Pay Group: M1-Monthly Pay Group Pay Begin Date: 02/01/2014 Pay End Date: 02/28/2014	Business Unit: YORKA Advice #: 2022937 Advice Date: 02/25/2014																				
Percy Wallace 1 Willowdale Avenue Toronto, ON M2N 1P3	<div style="border: 2px solid red; padding: 2px;">Employee ID: 102082885</div> Location: Kinsmen Building Job Title: HRIM Business Analyst Pay Rate: \$5,416.67 Monthly	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;">TAX DATA:</td> <td style="text-align: center;">Federal</td> <td style="text-align: center;">Quebec</td> <td style="text-align: center;">ON</td> </tr> <tr> <td>Net Claim Amt.:</td> <td style="text-align: right;">11,138.00</td> <td style="text-align: right;">9,670.00</td> <td></td> </tr> <tr> <td>Spcl. Letters:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Add. Pct.:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Addl. Amt.:</td> <td></td> <td></td> <td></td> </tr> </table>	TAX DATA:	Federal	Quebec	ON	Net Claim Amt.:	11,138.00	9,670.00		Spcl. Letters:				Add. Pct.:				Addl. Amt.:			
TAX DATA:	Federal	Quebec	ON																			
Net Claim Amt.:	11,138.00	9,670.00																				
Spcl. Letters:																						
Add. Pct.:																						
Addl. Amt.:																						
HOURS AND EARNINGS		TAXES																				

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.

Passport York Login

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

Create a username:

Create Username



5. Click 'Create Username'

Passport York Login

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

Create a username:



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.

Passport York Login

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

⚠ Problem with your choice of username: Username johndoe is already being used.. Please read the username requirements and choose your Passport York username.

Create a username:

Create Username

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

Passport York Login

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.

Passport York Login

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.**



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.

Passport York Login

⚠ Password change required. You are required to change your password.

Changing your Passport York Password

Students Only

If you have not previously set a password, your current password is your date of birth in the following format: YYYYMMDD

Staff Only

If you have not previously set a password, your current password is the last four digits of your S.I.N. followed by the last four letters of your surname.

- 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.

Enter your current Passport York password:

Enter new password (7 or 8 characters only):

Re-enter new password (7 or 8 characters only):

[Change Password](#)

Password Guidelines

- You must choose a password that is **not** easy to guess.
- Please do not use passwords based on dictionary words or personal information
- Some combinations of dictionary words, and some foreign words are not allowed even if they are reversed or otherwise modified.
- Passwords must be 7 or 8 characters long and may not contain a semi-colon (;) or double quotes (").
- Passwords should not contain sequential characters i.e., 9876543.
- Example of a valid password: *maya4you*

[🔒 Having trouble choosing a password?](#)

10. Click change password.

Passport York Login

⚠ Password change required. You are required to change your password.

Changing your Passport York Password

Students Only

If you have not previously set a password, your current password is your date of birth in the following format: YYYYMMDD

Staff Only

If you have not previously set a password, your current password is the last four digits of your S.I.N. followed by the last four letters of your surname.

- 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.

Enter your current Passport York password:

Enter new password (7 or 8 characters only):

Re-enter new password (7 or 8 characters only):

[Change Password](#)



Password Guidelines

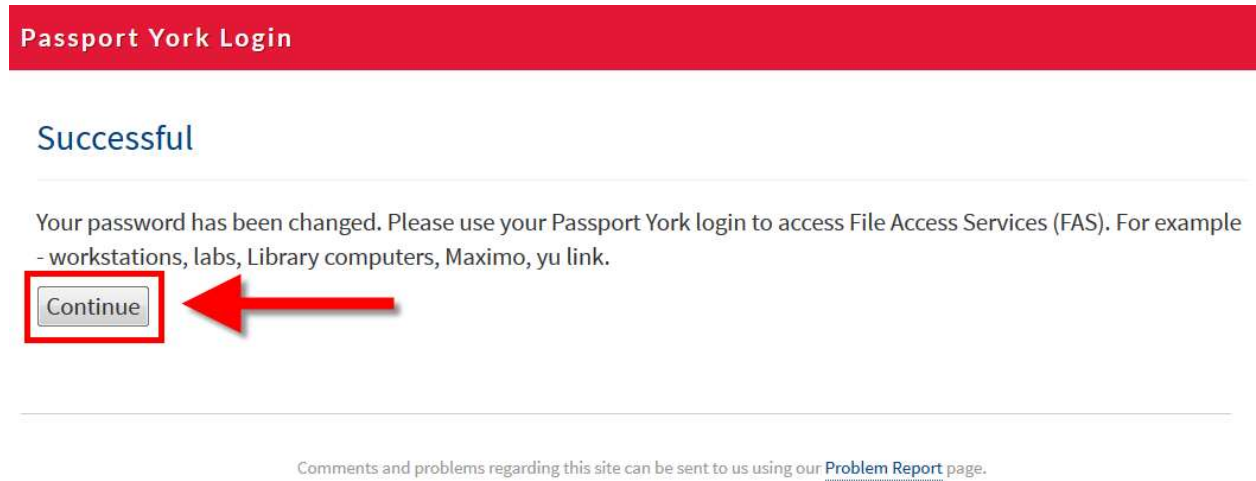
- You must choose a password that is **not** easy to guess.
- Please do not use passwords based on dictionary words or personal information
- Some combinations of dictionary words, and some foreign words are not allowed even if they are reversed or otherwise modified.
- Passwords must be 7 or 8 characters long and may not contain a semi-colon (;) or double quotes (").
- Passwords should not contain sequential characters i.e., 9876543.
- Example of a valid password: *maya4you*

[🔒 Having trouble choosing a password?](#)

Success! You've changed your password. Your Passport York account consists of the:

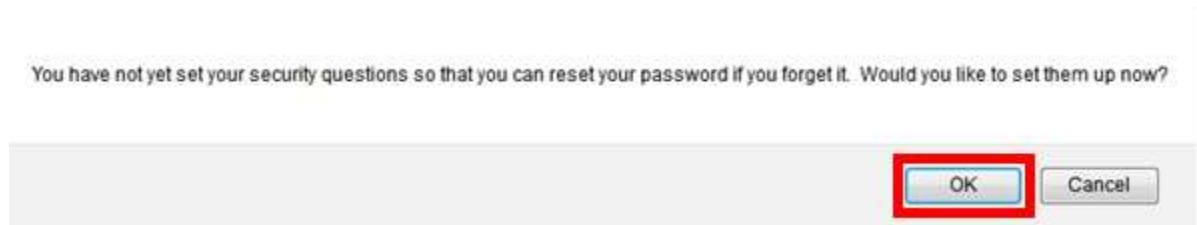
- 1 – Username: the username you just created
- 2 – The password that has just been successfully created.

11. Please click Continue.



The screenshot shows a red header bar with the text "Passport York Login". Below the header, the word "Successful" is displayed in a blue font. A message states: "Your password has been changed. Please use your Passport York login to access File Access Services (FAS). For example - workstations, labs, Library computers, Maximo, yu link." A button labeled "Continue" is highlighted with a red box, and a red arrow points to it from the right. At the bottom of the message area, there is a link: "Comments and problems regarding this site can be sent to us using our [Problem Report](#) page."

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



The screenshot shows a dialog box with the text: "You have not yet set your security questions so that you can reset your password if you forget it. Would you like to set them up now?" At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.

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.

MY ONLINE SERVICES

Password York Password Reset

PASSPORT YORK PASSWORD RESET

Passport York Security Questions Setup

For each of the following, please choose a question and provide an answer:

Question	In what city did you meet your spouse/significant other?
Answer	Newmarket
Question	What is the middle name of your youngest child?
Answer	jose
Question	In what city were you born?
Answer	york
Question	What was the name of your first pet?
Answer	Timmy
Question	What was the name of your elementary / primary school?
Answer	OLGC

Set questions

Security Tips

- Choose questions and answers that only you know.
- Change your questions and answers periodically.
- Choose questions and answers that are easy for you to remember.
- You will need to recall your answers should you need to reset your Passport York password.
- Always log out of Passport York when you are finished.

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.

The screenshot shows a web interface for 'Passport York Password Reset'. At the top right, there is a 'Passport YORK' logo and a 'LOGOUT' button, both enclosed in a red rectangular box. Below the logo, it says 'Logged in as testito'. The main content area has a header 'MY ONLINE SERVICES' with a dropdown arrow. The page title is 'Password York Password Reset'. Below that is a sub-header 'PASSPORT YORK PASSWORD RESET'. The main section is titled 'Passport York Security Questions Setup' and contains the following text: 'Your security questions were successfully setup. Thank you.' and 'Should you forget your password in future, please go to <https://pywreset.apps06.yorku.ca/reset/info> 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.'