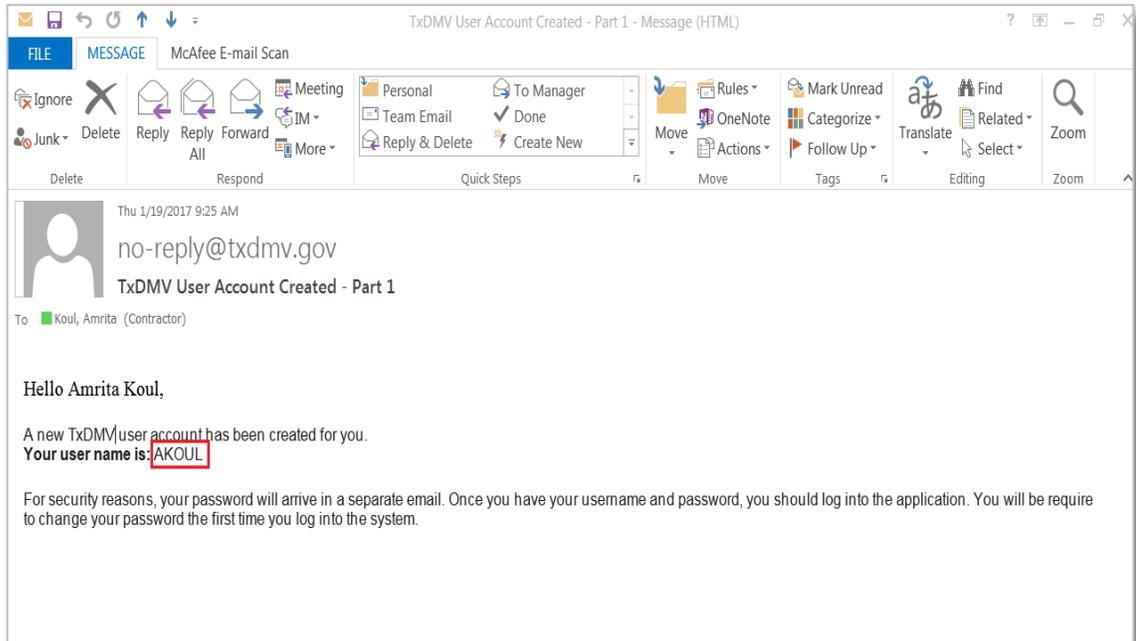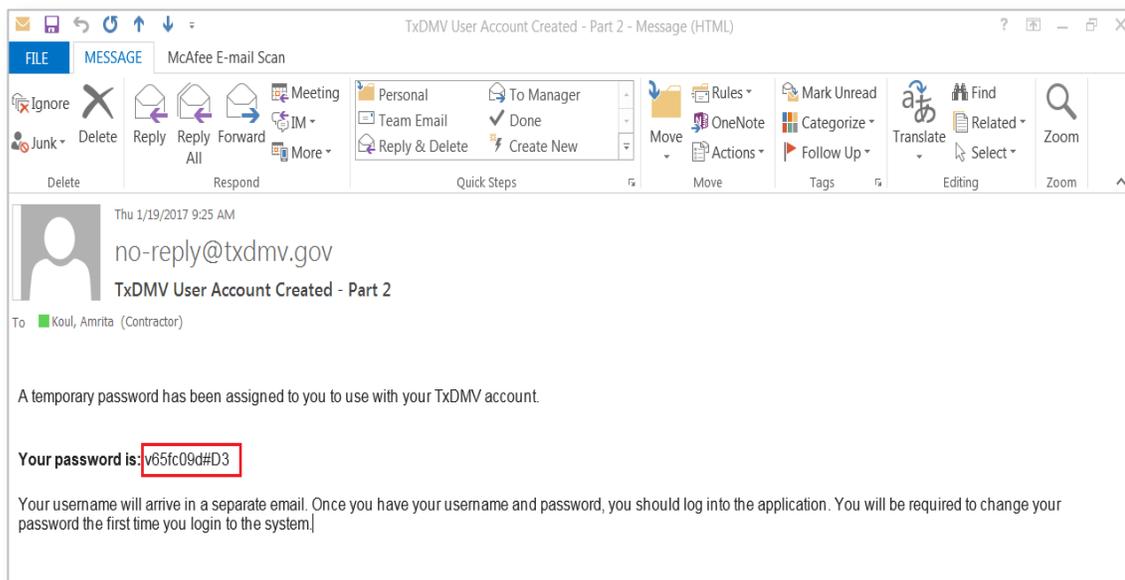# New User Login

After a new user is added in webSUB, they will receive three emails. The first e-mail will provide the user's login name, the second email will provide their temporary password, and the third Welcome email will provide a link to the webSUB Login page.
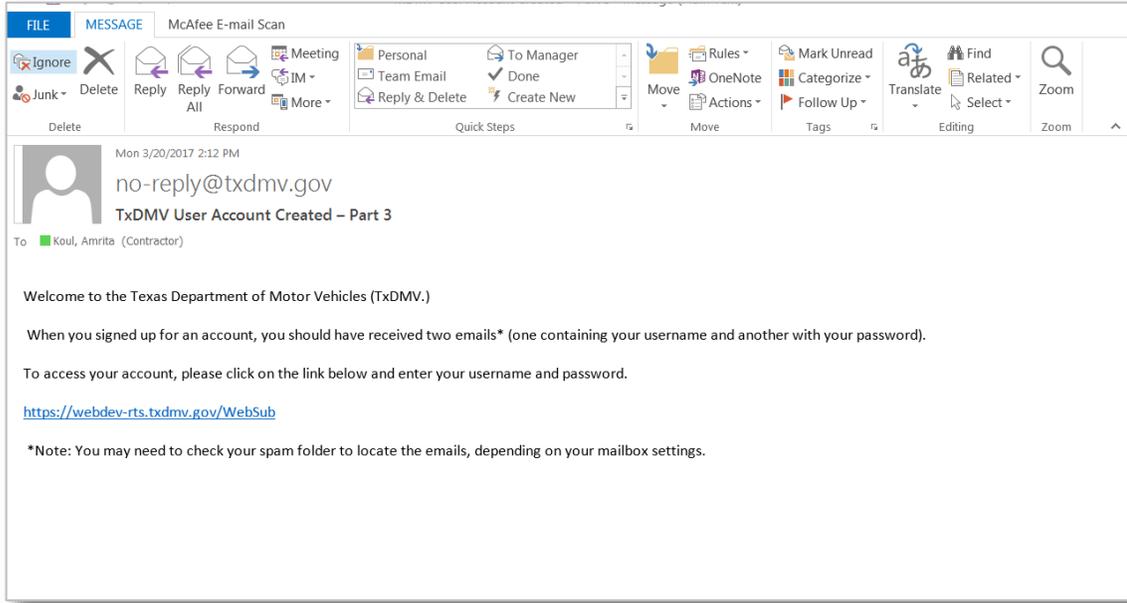
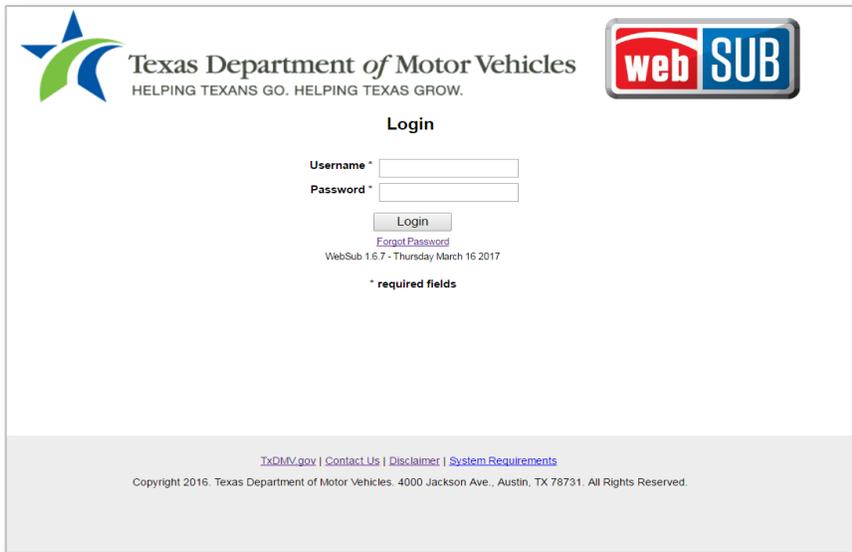Example of first email:

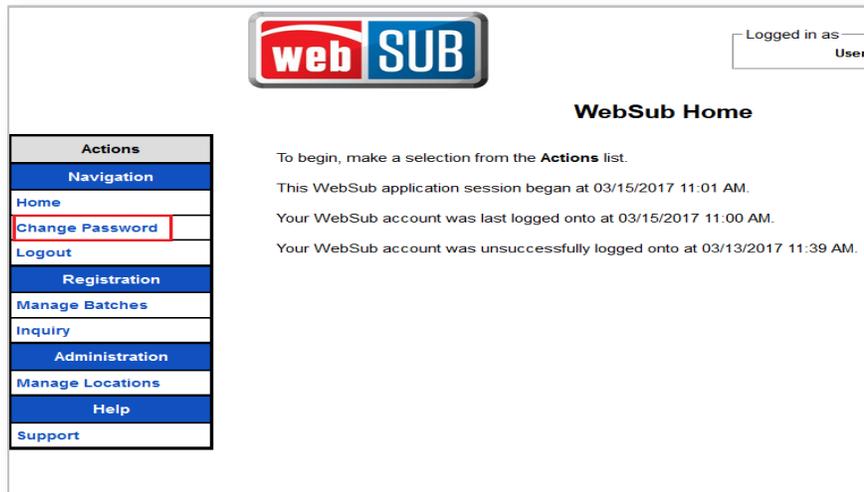Example of second email:

Example of third email:

The following will assist a user when initially logging into webSUB:
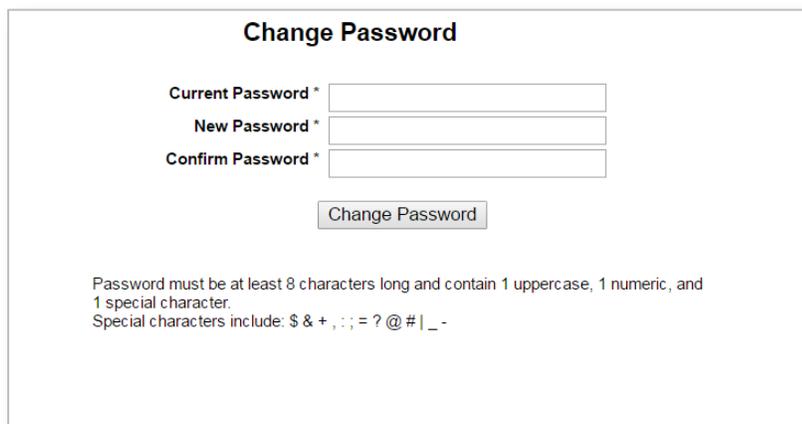
1. Select the link provided in the third (Welcome) email. Enter the Username (from the first email), and the user's temporary password (from the second email) and click "Login."

2. The webSUB Home page will appear. To create a new password click "Change Password".

3. Enter the user's temporary password in the "Current Password" field.

4. Create a new password and enter it in the "New Password" field. Confirm the new password by entering the new password again in the "Confirm Password" field, and click "Change Password." A new page will appear stating the password has been successfully changed.

Forgot Password

Users can change their password at any time by accessing the "Forgot Password" link on the webSUB Login Page, and following the steps below:

1. Click "Forgot Password."
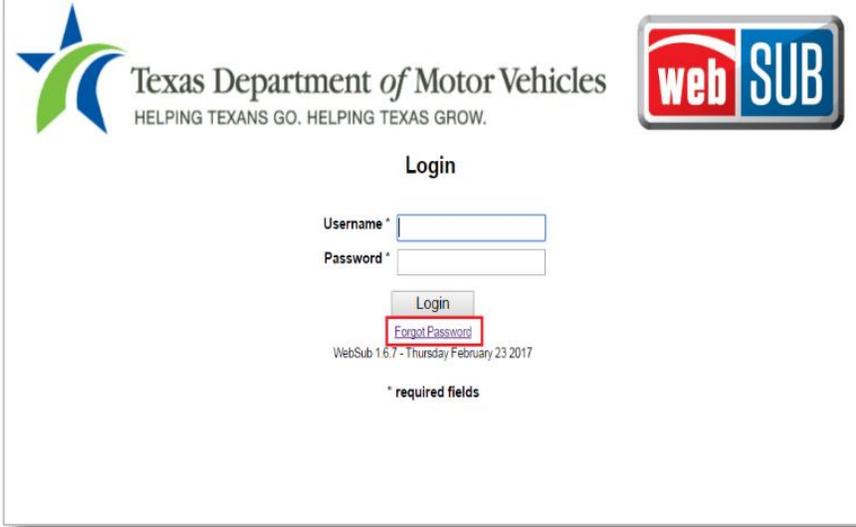
2. The Forgot Password page will appear. Enter the user's Username and click on "Reset Password". You will receive an email with a Forgot Password link. This email will be sent to the existing email address associated with the user.

3. Click on the link within the email, and it will take you to a page where you can change your password.

4. Enter your new password in the "New Password" field, then reenter it again in the "Confirm Password" field and click "Change Password". A new page will appear stating the password has been successfully changed.

Passwords are set to expire every 97 days. If a user's password has expired upon logging into webSUB, they will be redirected to the Change Password page. They may update their password by following the steps below:

1. Within the Change Password page, enter the user's current password in the "Current Password" field.

2. Create a new password and enter it in the "New Password" field. Confirm the new password by entering the new password again in the "Confirm Password" field, and click "Change Password." A new page will appear stating the password has been successfully changed.