

# Managing Your Personal Information

(changing your password or Authentication)

**Change Your Password:** You must change your password the first time you log in to Access Online and every 60 days thereafter. However, you can use the following steps to change your password at any time.

U.S. Bank Access® Online Pace University  
Our Payment Products Logout

**usbank** My Personal Information

User ID: ebelensa

**2** Password Change your system password and create or modify an authentication re be used when resetting a password.

**1** My Personal Information Update your user ID contact information (name, address, phone no., etc.).

Account Access View access rights and user specific information, such as accounts and hierarchy level access.

Home Contact

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Click the **Password** link in the *Left-Column Navigation Bar*

Click the **My Personal Information**.

## My Personal Information Change Password & Authentication

\* = required

### Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

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Current Password: \*

  

Enter New Password: \*

  

Re-enter New Password: \*

1. Type your current password in the *Current Password* field.
2. Type a new password in the *Enter New Password* field
3. Confirm your new password by typing it a second time in the *Re-enter New Password* field

*Note: Your password must be 8–20 alpha/numeric characters and must contain at least one alpha and one numeric character. You cannot reuse a password for 12 months.*

### Authentication

Please select an authentication question and information will be used in the event that you

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Authentication Question:

Pet's Name

Authentication Response: \*

Fluffy

1. Select an authentication question from the *Authentication Question* drop-down list (e.g., mother's maiden name, pet's name)
2. Type your response to the authentication question in the *Authentication Response* field.
3. Click the **Save** button.

*Note: Select an authentication question and answer that are easy to remember; because you will need to provide both if you forget your password.*

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Save

Click **Save**.

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