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## AVOID BEING LOCKED OUT OF UNIFIER

Unifier allows 3 login attempts to provide the correct password/username.

Best Practice: Set up a password recovery Challenge Questions

1. Set up your **Challenge Questions** for password recovery (see Managing Passwords below)
2. After 2 unsuccessful attempts, select the “Forgot Password” link and follow the prompts to select a new password

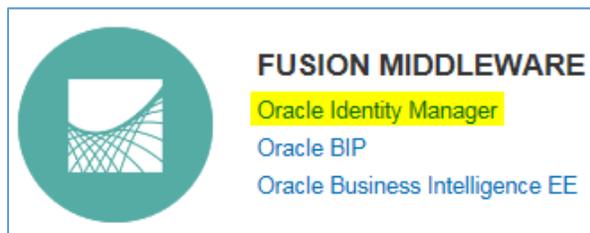
*\*Note\* The System Administrator can unlock/reset your password but this can take anywhere from 20 minutes to 24 hours.*

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## MANAGING PASSWORDS & BASIC USER INFORMATION

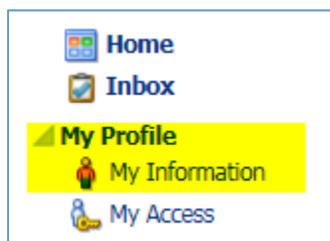
The **Oracle Identity Manger** is a link located on the landing page prior to logging into Unifier.

Click on the Oracle Identity Manger link to change your password, contact info, and password recovery questions:



If prompted for a username and password, enter the same credentials you use for Unifier.

Once you are logged in, using the left navigation pane, click on **My Profile > My Information**



From there, you can edit **Basic User Information**, **Change Password**, and modify **Challenge Questions** (for password recovery). Modify the fields you wish to change and then choose “Apply”.

*\*Important\* Please **give the system at least 5 minutes** to process your changes before logging in again. Some fields like First Name, Last Name must be approved by the System Administrator.*

For Unifier assistance or questions – contact the CMD System Administrator

Email: [SPU\\_CMD\\_SystemAdministrator@seattle.gov](mailto:SPU_CMD_SystemAdministrator@seattle.gov)

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