Reset Touchnet Password Job Aid

The purpose of this job aid is to provide instructions for logging in to **Touchnet**. Touchnet passwords expire and need to be reset every 90 days.

1. Navigate to the Touchnet login page by going to **https://secure.touchnet.net/central**.

   Note: *Do not save this link as a favorite. It must be navigated to directly upon each log in.*

2. Click **Forgot your password?**

3. Enter username in the field provided. Click **Continue**.

4. Users must select an authentication type for multi-factor authentication.

   Note: *It is recommended to authenticate with the user's UTA email address, but users may also authenticate by phone.*

Account Login
Select an authentication type.

[Phone]

[Email]

[Update Phone]

[Update Email]

5. Follow the steps on the screen to complete **multi-factor authentication**. Directions will vary depending on authentication method chosen by the user.

6. Enter a new password and reenter the password to confirm. Then click **Continue**.

Account Login

Please provide the following details.

[New Password]

[Reenter Password]

[Continue]

For additional assistance, please contact OIT: UTAMarketPlace@UTA.edu.