

Access to the Health Sciences Library electronic products requires a NetID and NetID Password, the same is true for electronic products of Melville Library. This is not the same as your SOLAR login and password. Please follow the instructions below to find out what your NetID is and to create your NetID Password by first logging into SOLAR.

Finding your NetID and Setting your NetID Password

To find out what your NetID is or change your NetID Password log into the [SOLAR](http://www.stonybrook.edu/it/newsolar.html) system, <http://www.stonybrook.edu/it/newsolar.html>. Click on "Security and Personal Data." You will find a choice called [NetID Maintenance](#). Here you can find your NetID (usually your first initial and last name), or to change or test your NetID Password.

Main Menu > Solar System >

Security and Personal Data

Change My Solar Password Create a new Solar Password.	NetID Maintenance Change or Test your NetID Password.	User Preferences Enter default values for academic value and other elements required often by the system.
Office Address Update your Office Address data.	Addresses View and update your addresses.	Names View and update your names.
Phone Numbers View and update your phone numbers.	Email Addresses Email Addresses.	Emergency Contacts View and update your personal emergency contacts.
Demographic Information View a summary of your demographic information.	Languages Review and record your speaking, reading and writing language proficiencies.	Licenses and Certificates Review and record your licenses and certificates.
Publications Enter or modify your publications.		

NetID Maintenance

This link will allow you to set or change your password. The first time you use this link you will be asked to set up a security question and response. Every time you attempt to change your password you will be asked the security question. You must provide the correct response before you will be allowed to continue. Please make sure that the answer to your security question is easy for you to remember and answer but difficult for others to know.

To set up your security question click the **"Click Here to Set Up Your Security Question"** link.

You have the choice of using one of the standard questions or typing in your own.

To select from a list of standard questions, click on the magnifying glass and select a question. To enter your own question, just type it in. Type your response in both spaces for response and click OK. Do not worry about the change to upper case. After you have successfully set up your security question you will be allowed to change your NetID Password without answering it this time. Remember your security question and your answer for the next time you want to change your NetID Password. After this time, whenever you want to change your password you will be presented with the following.

[Your Security Question is on file. Click here to verify.](#)

After you click, you will see this:

After you submit the correct response (not case sensitive) and click Verify, you will be presented with the option of changing either your NetID Password or your security question.

[Change NetID Password](#)

[Change Your Security Question](#)

Selecting the Change NetID Password will display

*New Password:

*Confirm Password:

[Submit Password Change](#)

Type your new NetID Password in twice. Passwords must:

- be at least 8 characters long
- contain at least one number and at least one letter
- are case sensitive
- not include commas, however all special characters are allowed
- be different than your last 5 passwords
- not be changed more than every 2 hours

Click the "Submit Password Change" button. The response will be "saved" to let you know that your password change has been received. There is a delay of approximately 15 minutes before the change will take effect.

Test Your NetID Password

Clicking on this link tests that your NetID Password is working correctly. Type in your NetID Password and click on "Test Your Password".

Password:

[Test Your Password](#)

For successful authentication you will receive this message:



If an incorrect NetID Password was submitted you will receive:



If you have just changed your NetID Password, please remember to wait the 15 minutes before testing it.

Trouble?

If you have forgotten your NetID or NetID Password, use SOLAR to reset it. If you have forgotten your SOLAR password, use SOLAR Password Help on the SOLAR login screen. If that does not work, use "To Report Problems" on the bottom of the SOLAR login screen. If you have forgotten the response to your security question . . . use "To Report Problems" on the bottom of the SOLAR login screen.

Solar System Help

INSTRUCTIONS

When you submit a trouble ticket, it will automatically trigger a notification message to appropriate technical staff to troubleshoot the problem according to the problem area picked below. **For this reason, it is important that you indicate the category you need help with on the form below.**

Please be sure to provide your **Stony Brook University (SBU) ID**, *not* your Social Security Number.

For all problems, please check the area where you are currently experiencing a problem.

INCLUDE ALL OF YOUR CONTACT INFORMATION. ALL ENTRIES MARKED (Required) MUST BE FILLED IN TO SUBMIT YOUR HELP REQUEST.