

Resetting your Unity Voicemail PIN

1. Open a web browser window and navigate to:

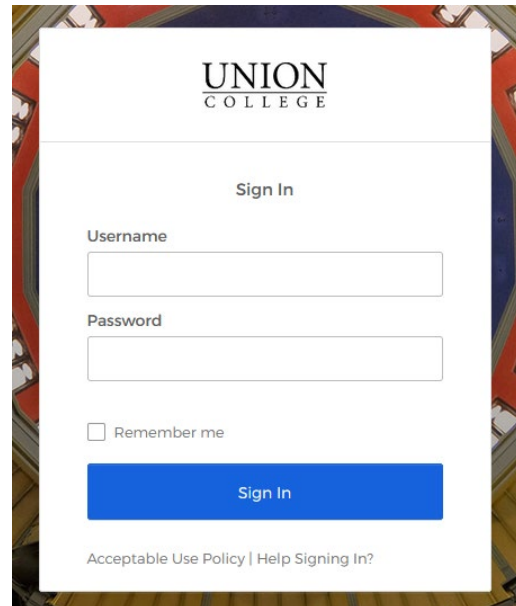
<https://voicemail.union.edu/inbox>

You will be redirected to the Otko login page. Enter your Union username (only the first part of your email, not including the [@union.edu](mailto:union.edu)) and your Union password.

Note You must be on the Union network to access, otherwise you must connect to the Union VPN first, which can be found on the ITS website.

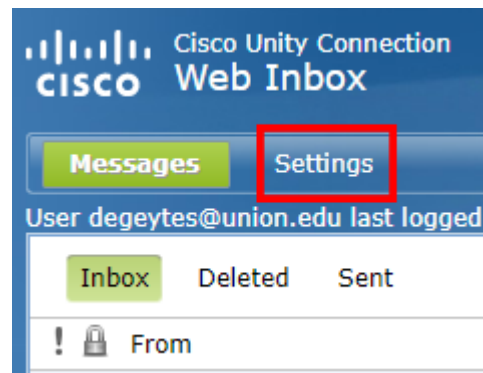
Connect to VPN:

[Connect to Union VPN](#)

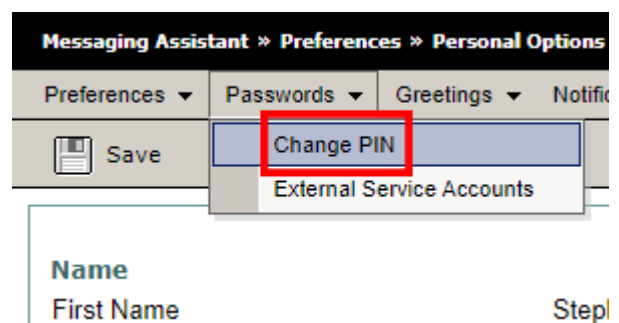
A screenshot of the Union College Sign In page. The page has a white background with the Union College logo at the top. Below the logo is a "Sign In" heading. There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember me". At the bottom is a blue "Sign In" button. Below the button are links for "Acceptable Use Policy" and "Help Signing In?".

2. When you login, on the top left menu, click **Settings**.

A new window should open to your Personal Options.

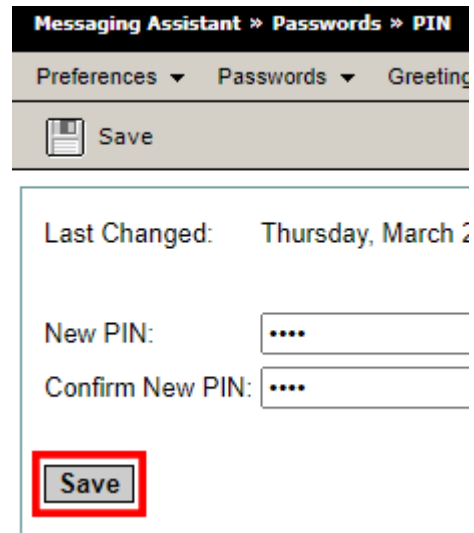


3. Mouseover **Passwords** and click **Change PIN**.



4. Enter your new **PIN** (must be at least 4 digits) and click **Save**.

Your PIN has been changed and you can close the browser window.



The screenshot shows a web interface for changing a PIN. At the top, a black header bar contains the text "Messaging Assistant » Passwords » PIN" in white. Below this is a light gray navigation bar with three items: "Preferences" with a downward arrow, "Passwords" with a downward arrow, and "Greeting". Underneath the navigation bar is a light gray bar with a floppy disk icon and the word "Save". The main content area has a white background and contains the following elements: "Last Changed: Thursday, March 2", "New PIN:" followed by a text input field containing four dots, "Confirm New PIN:" followed by another text input field containing four dots, and a "Save" button with a gray background and black text. The "Save" button is highlighted with a red rectangular border.