

## Non-Person Account Activation

In order to activate a Non-Person account, you will need to log into Western's IDM (Identity Manager) to complete the following:

1. In your Internet browser, navigate to the [Western Identity Manager](#) webpage.
2. Login using your Western UserID and Password (*please note: this is the password you use to sign into myhr.uwo.ca, finance.uwo.ca, etc.*)
3. Select the **Non-Person Accounts tab**.
4. Select the **List My Accounts tab**.
5. Select **Submit**.
6. This will display a list of the Non-Person Accounts that you are currently responsible for.
7. **Place a checkmark in the accounts that you wish to activate and select the Activate button underneath.**
8. The system will generate a default password for the accounts. You can change the password at the same window by placing a checkmark in the box of the account you wish to change the password and select Change Password.

If you have any questions or concerns please contact the Schulich Helpdesk at 519 661-2111 x 81377 or [helpdesk@schulich.uwo.ca](mailto:helpdesk@schulich.uwo.ca).