# New User Validation

The new UCC system requires a valid email address for each user. To make sure there is one, an email validation process is required before a user is allowed to log in. When a new user security account is added to the UCC system, a message is generated to the email address connected to the account. This email includes instructions for successful completion of the process, as well as links to follow.

Note: Throughout the process, click on OK as prompted by system messages.

1. Go to your email inbox and open up the email sent to you from the UCC system.

    The first link in the email includes a control number used by the system for validation. Depending on your email client, the control number may be partially cut off of the address. If this is the case, you will want to use the second link that does not contain the control number.

    Click on one of the links, preferably the one with the complete control number.
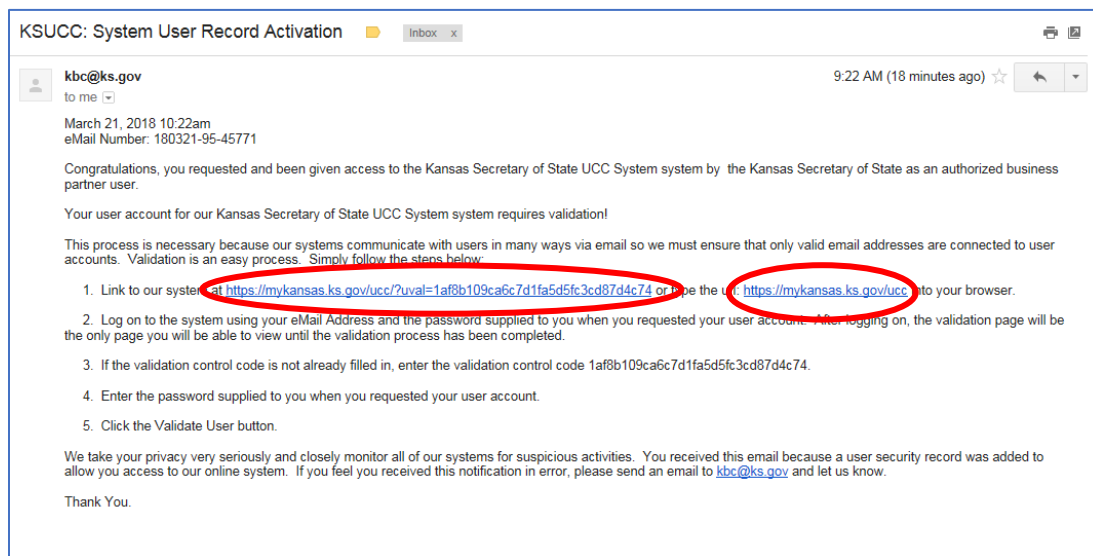
2. Enter your email address and the temporary password that was provided to you and click on Log In.
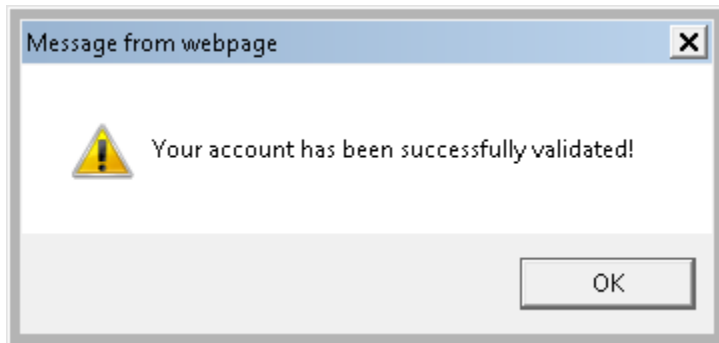

3. Click on the OK button.

4. Close the System Notice box.
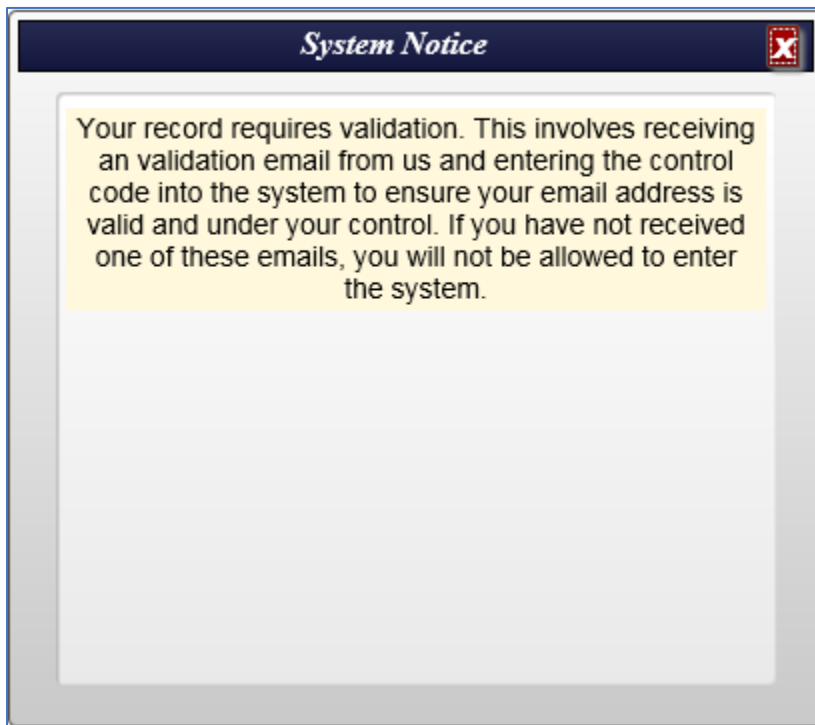
5. If you were able to use the first link, the control number will already be filled in for you. If not, you will want to highlight and copy the control number from the validation email and paste it in the top field on the page. Enter the temporary password and click on the Validate Account button.
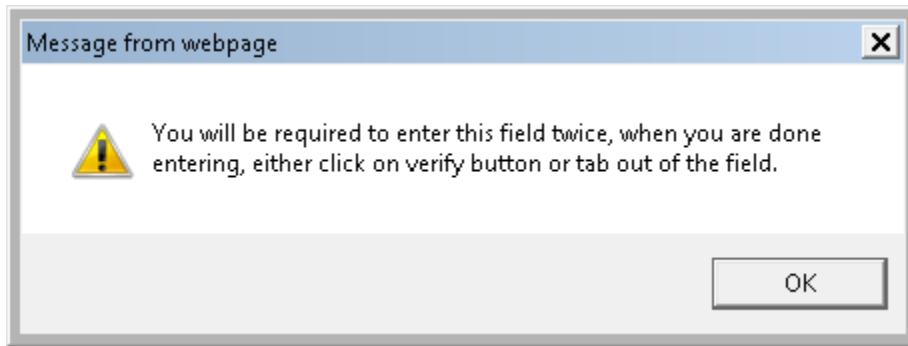
6. You will receive a message that your account has been successfully validated. Click on the OK button and then close the System Notice box.
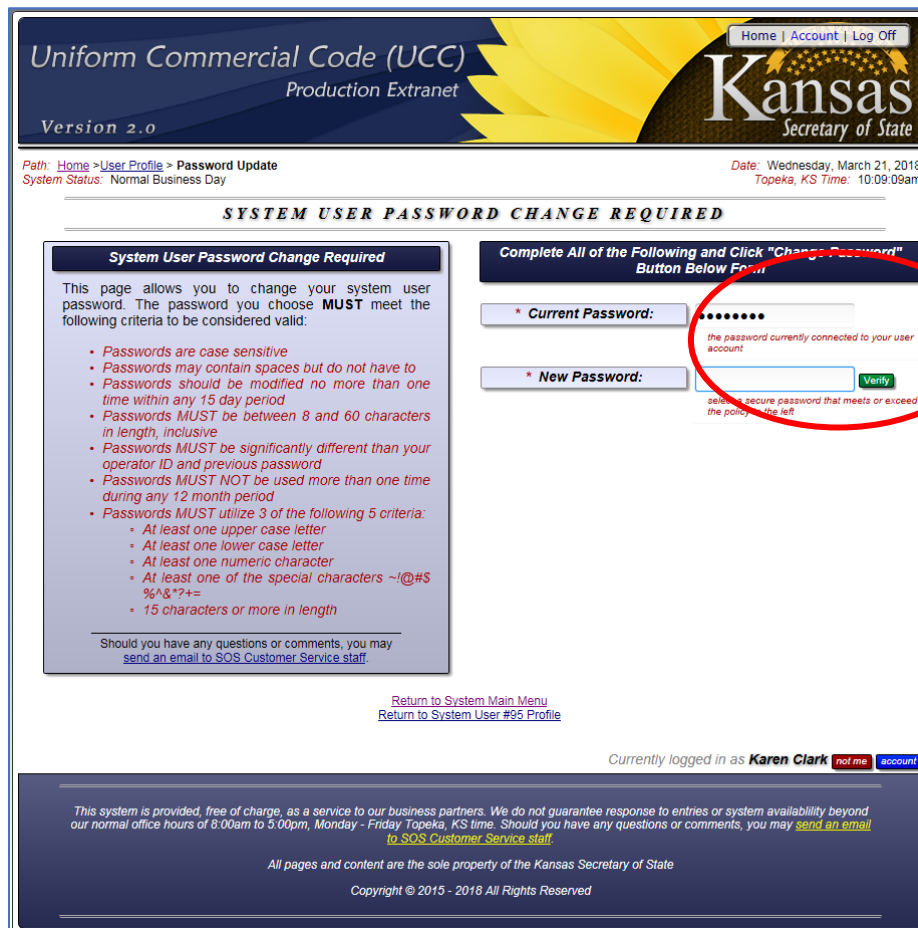
Message from webpage ☒

⚠ Your account has been successfully validated!

OK

System Notice ☒

Your account requires a password change immediately, until a new password is selected, system entry is restricted.

7. Enter the temporary password in the Current Password field. Enter a new password in the New Password field, click on the Verify button and enter it again. Click on the blue Change Password button that appears after entering the password twice.

If you receive the following message, click on the OK button.

Note: The password rules are listed on the password change page.

8. Close the System Notice box.

System Notice

Password change successful. Begin using your new password immediately.

You have not yet created a PIN for your account. This PIN will be necessary to identify yourself as the owner of your account when calling our help desk and also will be required in order to reset your user password online if necessary.
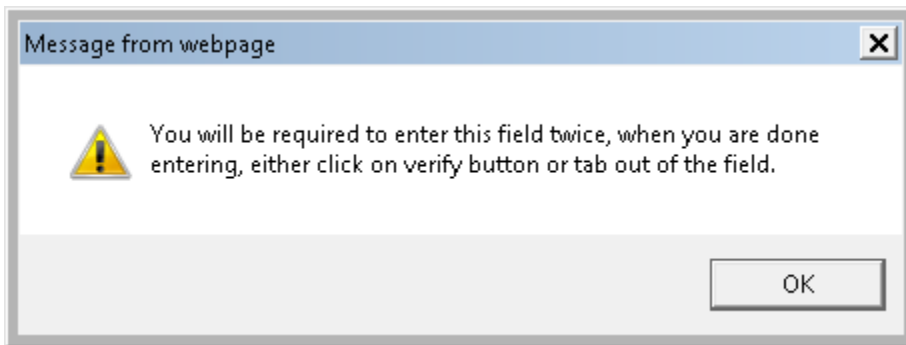
9. Create a PIN for your account. The PIN must be between 4 and 10 alpha-numeric characters consisting of numeric digits 0 through 9 and letters only. You will need your PIN to reset your password or to contact the Kansas Secretary of State's Office regarding questions about your account. Keep your PIN in a safe place.

   Enter your PIN, click on the Verify button, and enter it again. Click on the Create PIN button.

   If you receive the following message, click on the OK button.

10. Close the System Notice box.
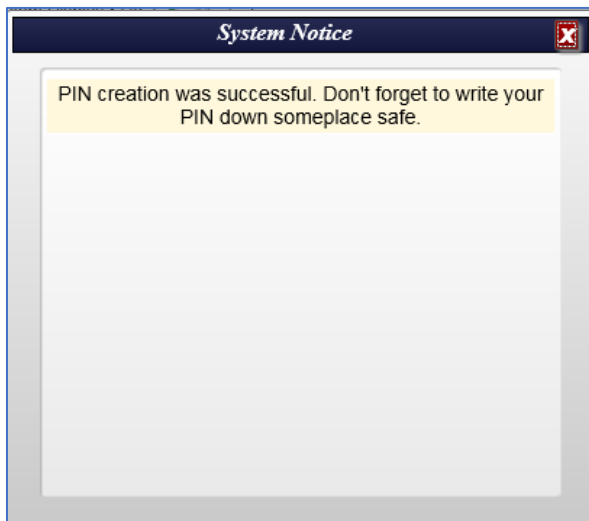
11. The Main Menu will then be displayed and you may begin using the system.