

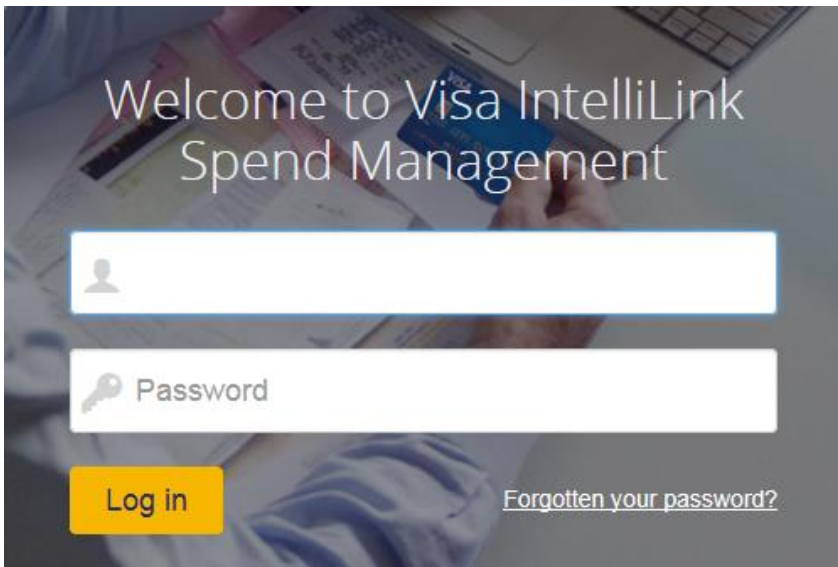
DePaul University IntelliLink System Manual *Logging On*

Accessing the IntelliLink Website

Go to this website: <https://intellilink.spendmanagement.visa.com>

Enter the **Username** and **Password** that were emailed to you with the subject lines “**Visa IntelliLink - User ID**” and “**Visa IntelliLink - Password**”

Please note your username will be your DePaul email address.



Creating a new Password

After logging on, you will be required to create a new **Password** (*minimum of 8 characters, 1 uppercase letter, 1 numeral, and at least 1 lowercase letter*)

Creating a Memorable Word

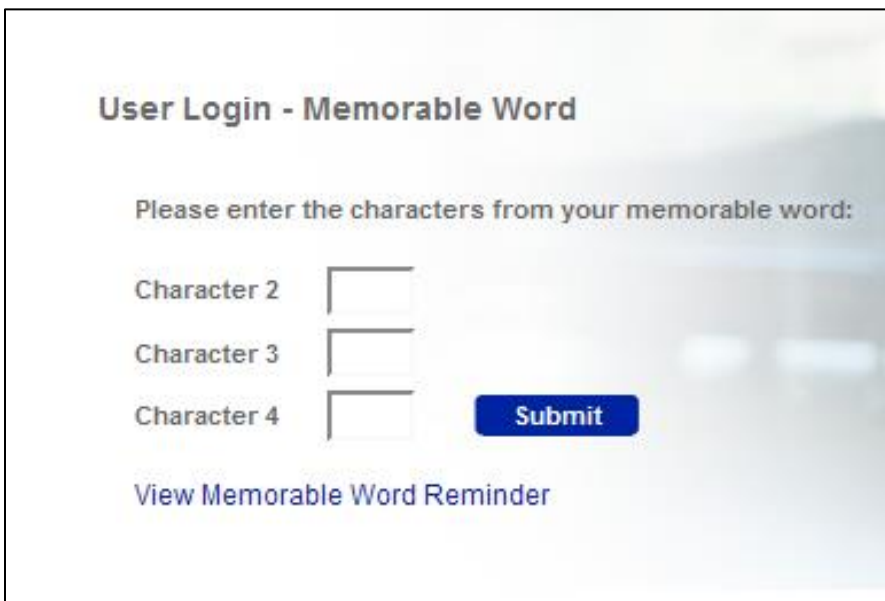
After creating a new password, you will also be required to set a memorable word:

1. Select a question
2. Enter answer to question
3. Re-enter answer
4. Click the "Submit" button



The screenshot shows the 'Create Memorable Word' form in the Visa IntelliLink Spend Management system. The form is titled 'Please establish a "memorable word" that will be used for login authentication'. It contains three input fields: a dropdown menu for 'Select a question' (currently showing '[Please select]'), a text box for 'Enter answer to question:' (with a note '(This is your "memorable word")'), and another text box for 'Re-enter answer:'. To the right of the text boxes, there is a note: 'Minimum of 5 and maximum of 15 alpha characters. Upper or lower case. No spaces or numbers.' At the bottom right, there are two buttons: 'Back' and 'Submit', with the 'Submit' button circled in red.

From this point forward, when you log into the IntelliLink system, you will be prompted to provide various letters of your Memorable Word

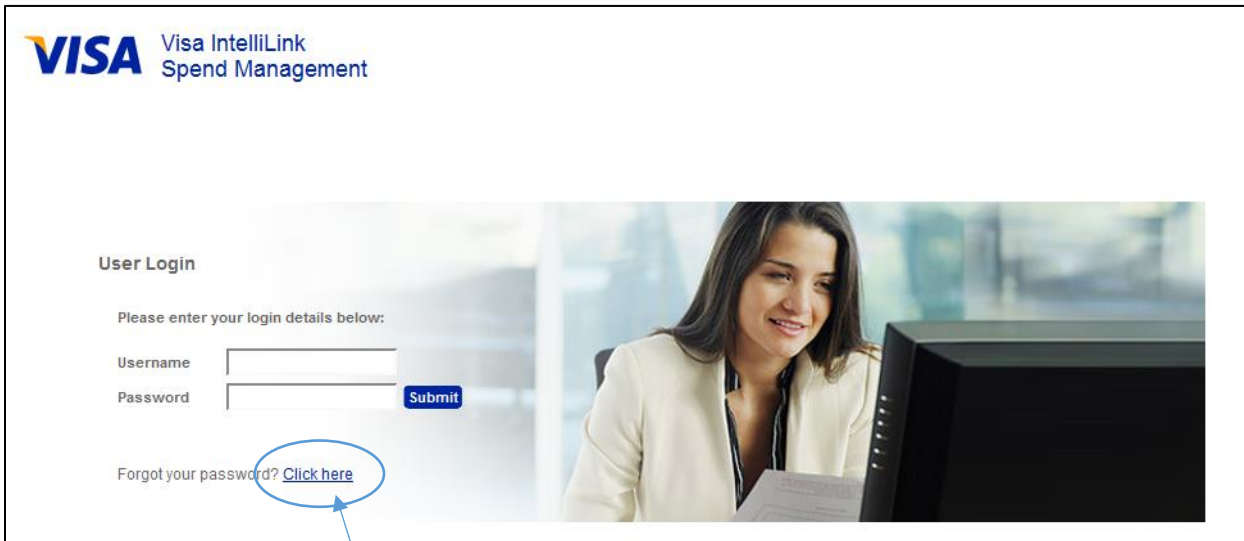


The screenshot shows the 'User Login - Memorable Word' form. It is titled 'User Login - Memorable Word' and contains the instruction 'Please enter the characters from your memorable word:'. Below this instruction, there are three input fields labeled 'Character 2', 'Character 3', and 'Character 4'. To the right of these fields is a blue 'Submit' button. Below the input fields, there is a link that says 'View Memorable Word Reminder'.

***It may not always be the first three letters of the word

Forgotten Password Request

If after initially logging on, you forget your password you are able to reset the password yourself.



VISA Visa IntelliLink
Spend Management

User Login

Please enter your login details below:

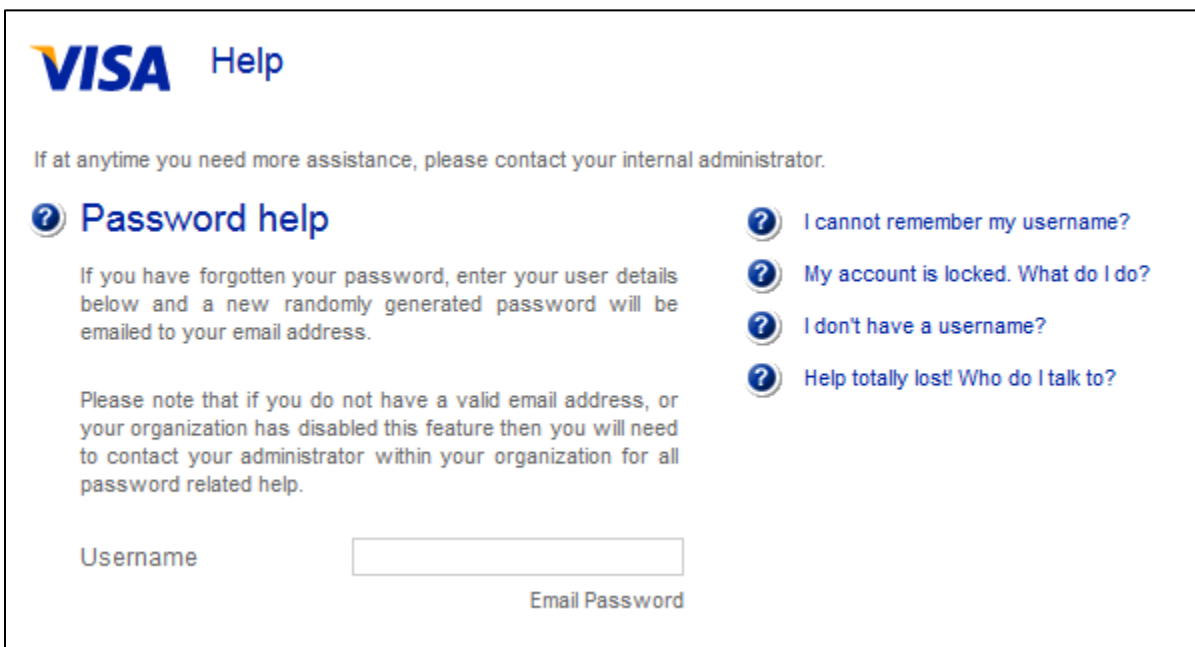
Username

Password

Forgot your password? [Click here](#)

If you have forgotten your password:

1. Click on the “Forgot you password?” link
2. Type your username and hit enter.
3. Type your email address and hit enter.
4. The solution validates your email address against your username, and if a match is made, an email containing a link to the Forgotten Password page is sent to you, where your password can be reset.



VISA Help

If at anytime you need more assistance, please contact your internal administrator.

? Password help

If you have forgotten your password, enter your user details below and a new randomly generated password will be emailed to your email address.

Please note that if you do not have a valid email address, or your organization has disabled this feature then you will need to contact your administrator within your organization for all password related help.

? I cannot remember my username?

? My account is locked. What do I do?

? I don't have a username?

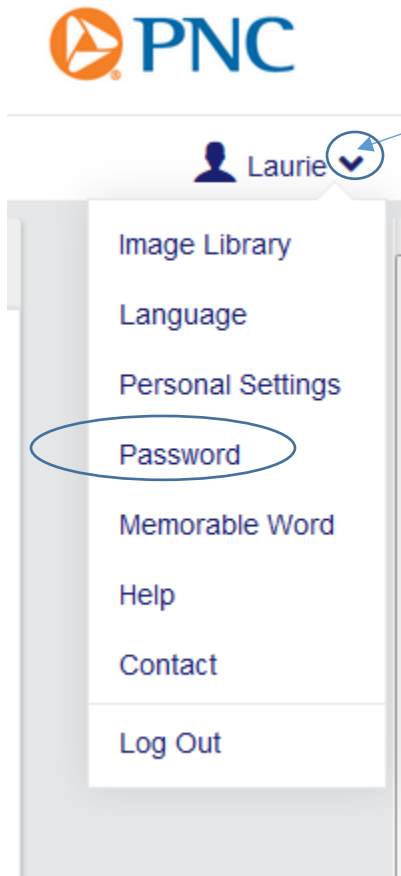
? Help totally lost! Who do I talk to?

Username

Email Password

Changing Your Password

When logged into the system you are able to change your **Password**. First click on **Settings (Labeled with User's first name)**, then on **Password**.




VISA Password Maintenance - Update

It is recommended that you do not set your new password to be your internal password used within your organization. You may not set your password to easy words or your user id.

Your password must meet the following criteria:

- Minimum number of characters: 8
- Maximum number of characters: 16
- At least one lower case character
- At least one upper case character
- At least one numeric character

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

 Save

Changing Your Memorable Word

When logged into the system you are able to change your **Memorable Word**, first click on **Settings** (Labeled with the user's first name), then on **Set Memorable Word**.

