Logging into Mapworks for the first time

1. In your browser, type the following web address:
   https://mapworks.skyfactor.com

1. To set your password for the first time, you will need to click on I forgot my password.
2. Enter in your NIU email alias address (johndoe@niu.edu) and click Send Email.
3. Go to your Outlook email box to retrieve the email that was sent. This will prompt you to set up your password. Remember, if you forget your password in the future, this is also how you will reset it.

4. Once you have entered your password, click ok and you will be logged into the Mapworks program.

5. When you log in for the first time, you will be prompted to accept a confidentiality agreement (mandatory).