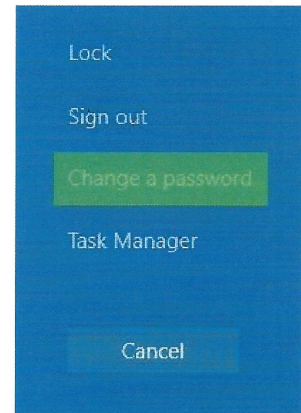
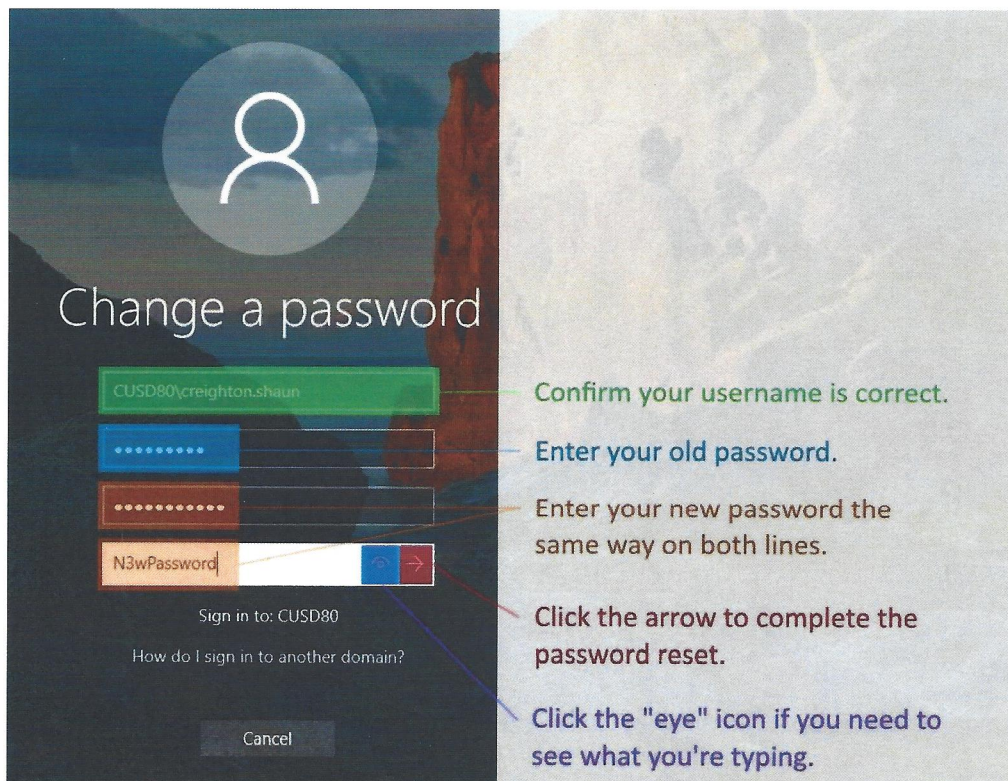


# Password Reset Procedure On a CUSD Computer

If you are already logged on to a CUSD computer and need to change your password for security reasons, the easiest way to do so is to press **Ctrl-Alt-Delete** on your computer and select the **Change a Password** option.



On the next screen, enter your old password and new password in the appropriate fields and click the arrow button to change your password. Be sure your new password is typed exactly the same on both lines (**New password** and **Confirm password**).



Alternatively, you can use the self-service portal to change your password or reset a forgotten password. Instructions on accessing and using the portal are described on the following pages.

# Accessing the Self-Service System

There are two ways to access the self-service password system on a CUSD computer:

1. Click on the **My Password** link located in the "Staff Links" & "Student Links" desktop folders, **or**
2. Open a web browser and go to: <https://mypassword.cusd80.com:9251>

## Logging In

1. In the **Sign In** area, enter your user name and current password in the appropriate fields.
  - a. **STAFF:** your user name is the portion of your e-mail address before the @ symbol, which is **lastname.firstname** for **most** users (e.g., smith.john)
  - b. **STUDENTS:** your username is **S + your student ID number** (e.g., S123456)
2. Click the **Login** button.

CUSD Active Directory Self-Services

**Update Your Profile Efficiently :**

- User Registration**  
Establish your identity via registration
- Self Update**  
Update your contact information
- Change Password**  
Change your password using current password

**Sign in**

User Name: creighton.shaun

Password: .....

Log on to: CUSD80

Login

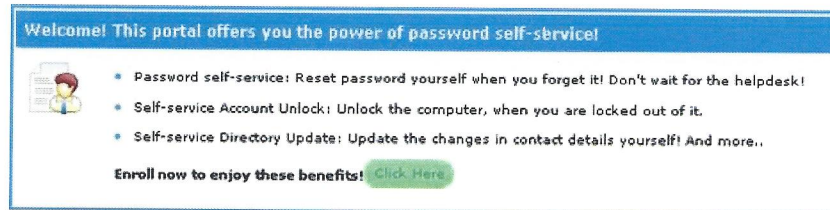
**Reset Password**  
Reset your forgotten password

**Unlock Account**  
Unlock your locked out account

English

# Enrollment

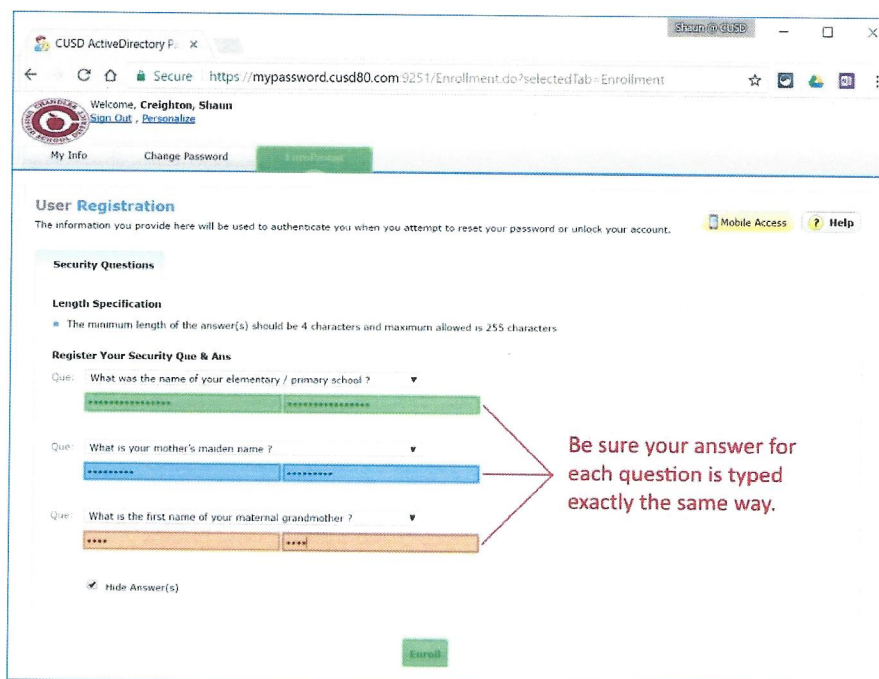
The first time you access the self-service portal, you will need to enroll in the system by answering security questions. If you see the screen below, this is a prompt for you to enroll, which you can do by clicking the **Click Here** button:



If you're not sure if you've already enrolled, or you would like to change your security questions, you can always click the **Enrollment** tab at the top of the screen after you log in.

Once you get to the Enrollment screen:

1. Select the security questions you'd like to use and enter your responses.
2. Click the Enroll button at the bottom of the screen.



CUSD ActiveDirectory P... x

Shaurin@CUSD

Secure https://mypassword.cusd80.com:3251/Enrollment.do?selectedTab=Enrollment

Welcome, **Creighton, Shaun**  
[Sign Out](#), [Personalize](#)

My Info Change Password [Enrollment](#)

### User Registration

The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account. [Mobile Access](#) [Help](#)

#### Security Questions

**Length Specification**

- The minimum length of the answer(s) should be 4 characters and maximum allowed is 255 characters

**Register Your Security Que & Ans**

Que: What was the name of your elementary / primary school ?

\*\*\*\*\*

Que: What is your mother's maiden name ?

\*\*\*\*\*

Que: What is the first name of your maternal grandmother ?

\*\*\*\*

Hide Answer(s)

[Enroll](#)

Be sure your answer for each question is typed exactly the same way.

Be sure to follow the security requirements displayed on the page. Your answers will be hidden by default, but if you would like to see what you're typing, uncheck the **Hide Answer(s)** box.

You are strongly encouraged to select questions and answers that are difficult for others to guess, easy for you to remember, and will not change over time. Keep in mind that the answers to your security questions do not necessarily need to be accurate or truthful ... the important thing is that you remember the answers when prompted.



# Changing a Known Password

Follow these steps if you know your password and want to change it for security purposes:

1. Log in to the self-service portal as described on the [first page](#).
2. Click the **Change Password** tab at the top of the screen.
3. Enter your old password and new password in the appropriate fields and click the **Change Password** button. Be sure your new password is typed exactly the same on both lines (**New Password** and **Confirm New Password**).

CUSD ActiveDirectory Portal

Welcome, **Creighton, Shaun**  
[Sign Out](#), [Personalize](#)

My Info **Change Password** Enrollment

## Change Password

Change your current domain password.

[Mobile Access](#) [Help](#)

### Domain Password Policy Requirements

- The minimum password age is 0
- The maximum password age is 365
- The minimum password length is 7
- No. of Passwords Remembered is 24
- The password complexity property is Enabled

Old Password :

New Password :

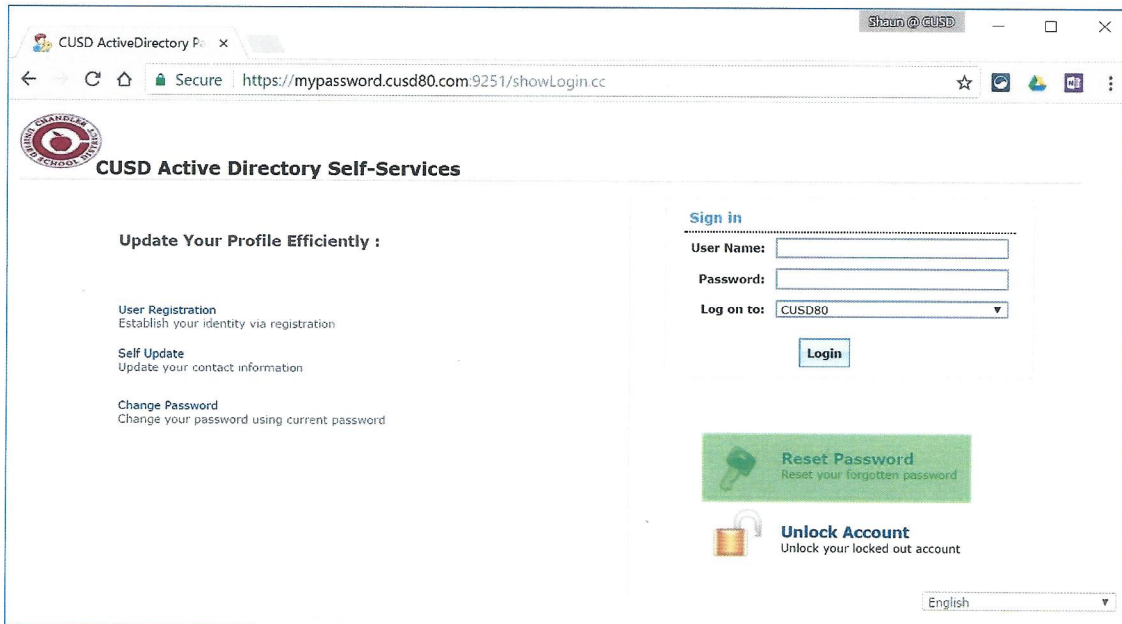
Confirm New Password :

Make sure your new password is typed the same way on both lines.

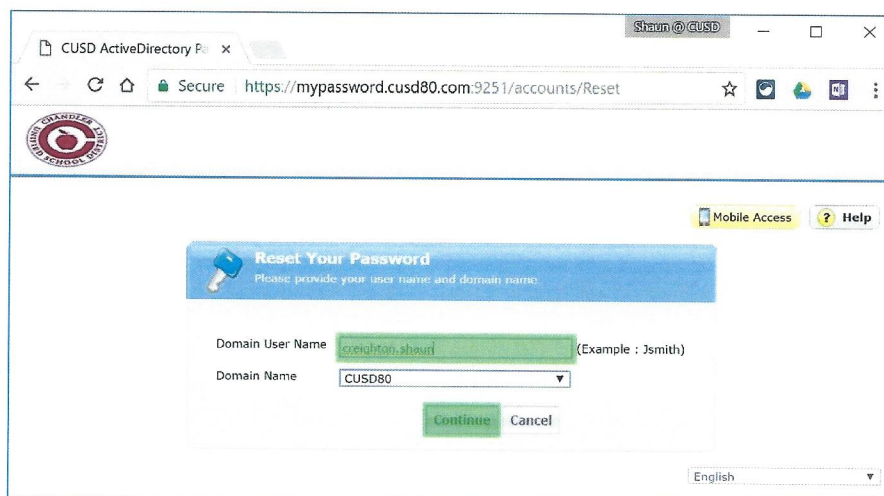
# Resetting an Unknown or Forgotten Password

If you have forgotten your password, you can reset it using the self-service portal **if you have enrolled in the system and provided security questions as described above**. If you have already enrolled in the system, follow these steps to reset your forgotten password:

1. Click on the **My Password** link located in the "Staff Links" & "Student Links" desktop folders, **or** open a web browser and go to: <https://mypassword.cusd80.com:9251>.
2. Instead of logging in to the portal, click the **Reset Password** option.



3. Enter your username in the **Domain user name** field and click **Continue**.
  - a. **STAFF:** your user name is the portion of your e-mail address before the @ symbol, which is **lastname.firstname** for **most** users (e.g., smith.john)
  - b. **STUDENTS:** your username is **S + your student ID number** (e.g., S123456)



4. Answer the security questions based on the answers you provided on enrollment, enter the characters displayed at the bottom of the screen, and click the **Continue** button.

The screenshot shows a web browser window with the URL <https://mypassword.cusd80.com/9251/accounts/PasswordSelfService>. The page title is "Security Questions" and it includes a timer for "Time left for this operation : 04:08". The instructions state: "Please answer the following question(s) as per your enrollment profile to reset your password." There are three questions, each with a "Ques:" label and a corresponding "Ans:" input field. The questions are: "What is the first name of your maternal grandmother?", "What is your mother's maiden name?", and "What was the name of your elementary / primary school?". Below the questions, there is a CAPTCHA image with the text "Type the characters you see in the picture below." and a text input field containing the characters "qdc196". A note below the input field says "Letters are not case-sensitive". At the bottom, there are "Continue" and "Cancel" buttons.

5. Enter your new password, along with the characters at the bottom of the screen, and click the **Reset Password** button.

The screenshot shows the "Reset Password" page in the same web browser window. The URL is <https://mypassword.cusd80.com/9251/accounts/PasswordSelfService>. The page title is "Reset Password" and it includes a timer for "Time left for this operation : 03:48". The instructions state: "Please enter a new password in the boxes below." There is a section titled "Domain Password Policy Requirements" with a bulleted list: "The minimum password age is 0", "The maximum password age is 365", "The minimum password length is 7", "No. of Passwords Remembered is 24", and "The password complexity property is Enabled". Below this, there is a "Reset Password" section with two input fields: "New Password" and "Confirm New Password". A note to the right says: "Make sure your new password is typed the same way on both lines." Below the input fields, there is a CAPTCHA image with the text "Type the characters you see in the picture below." and a text input field containing the characters "q8t6tg". A note below the input field says "Letters are not case-sensitive". At the bottom, there are "Reset Password" and "Cancel" buttons.

# Password Considerations

Please note that when you change your password, it will also change for **all** programs and systems that sync with Active Directory, including:

- ATI Galileo
- Blackboard (Schoolwires)
- Business Plus
- Destiny
- Employee Online
- Infinite Campus
- Microsoft Office 2016 (software)
- Microsoft Office 365 (online)
- Renaissance Learning
- SchoolCity
- WorkForce

Be sure to log in to these new systems using your new password (it may take up to 24 hours for the new password to synchronize with all systems). If you use a personal computer or smartphone to check your e-mail, use Office 365, etc., you will need to update your password on these devices, too.

You are **strongly encouraged to use a different password at work** than you do for personal accounts such as e-mail, banking websites, streaming video services, etc. Your password should be **at least 8 characters long** and include at least 3 of the following:

- lowercase letter
- uppercase letter
- number
- special character (!, @, %, etc.)

For tips on creating strong passwords, please [consult this article](#).

# Self Update

The self-service portal also includes a “self update” section where you can update your work site, job title, and department. When you are logged into the portal, click on the **My Info** tab at the top, fill out your information, and click **Update** to save it.

