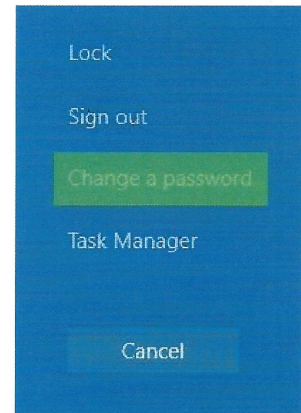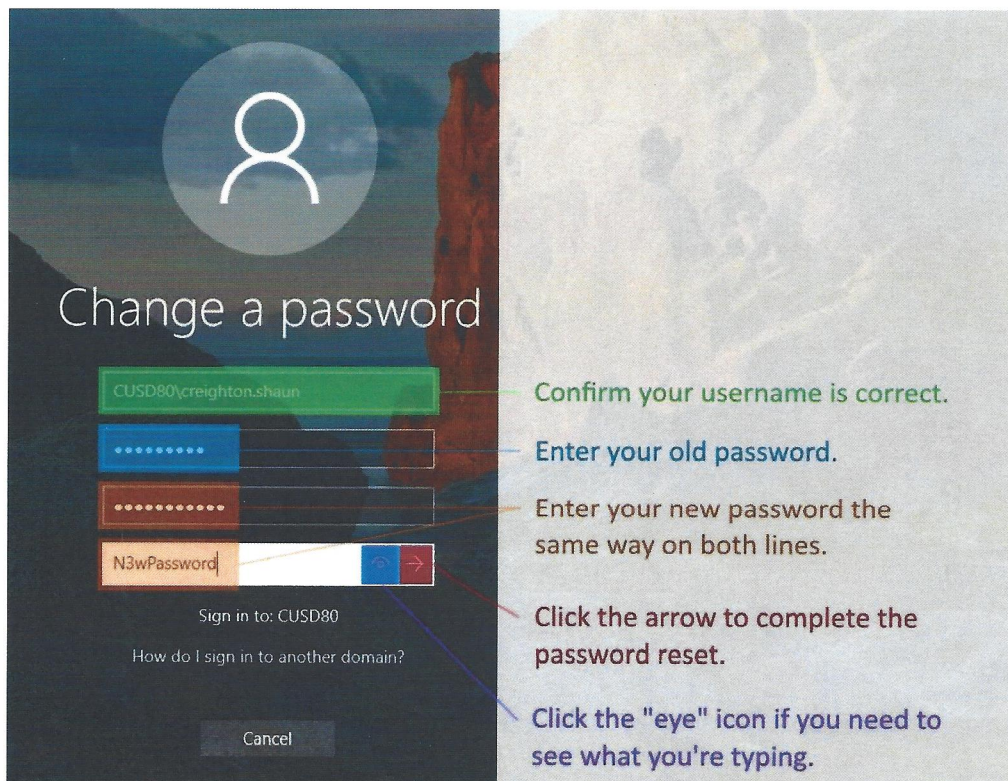# Password Reset Procedure
On a CUSD Computer

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.

Lock

Sign out

Change a password

Task Manager

Cancel

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**).

Change a password

CUSD80\creighton.shaun

N3wPassword

Sign in to: CUSD80

How do I sign in to another domain?

Cancel

Confirm your username is correct.

Enter your old password.

Enter your new password the same way on both lines.

Click the arrow to complete the password reset.

Click the "eye" icon if you need to see what you're typing.

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)
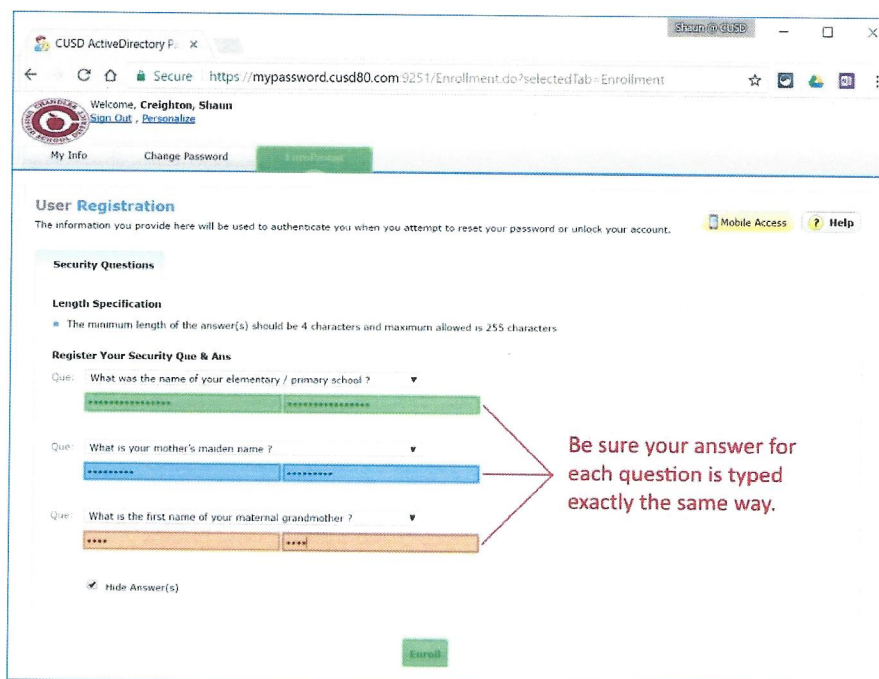2. Click the **Login** button.

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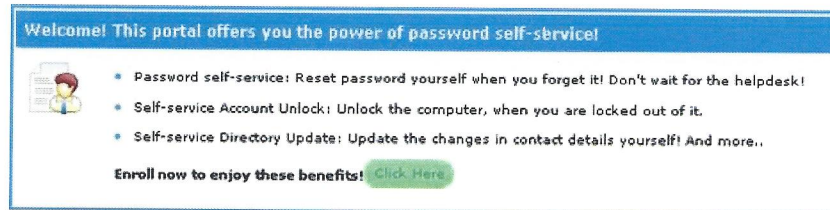
If you're not sure if you've already enrolled, or you would like to change your security questions, you can always click the **Enrollment** tab at the top of the screen after you log in.

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.

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**).

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.
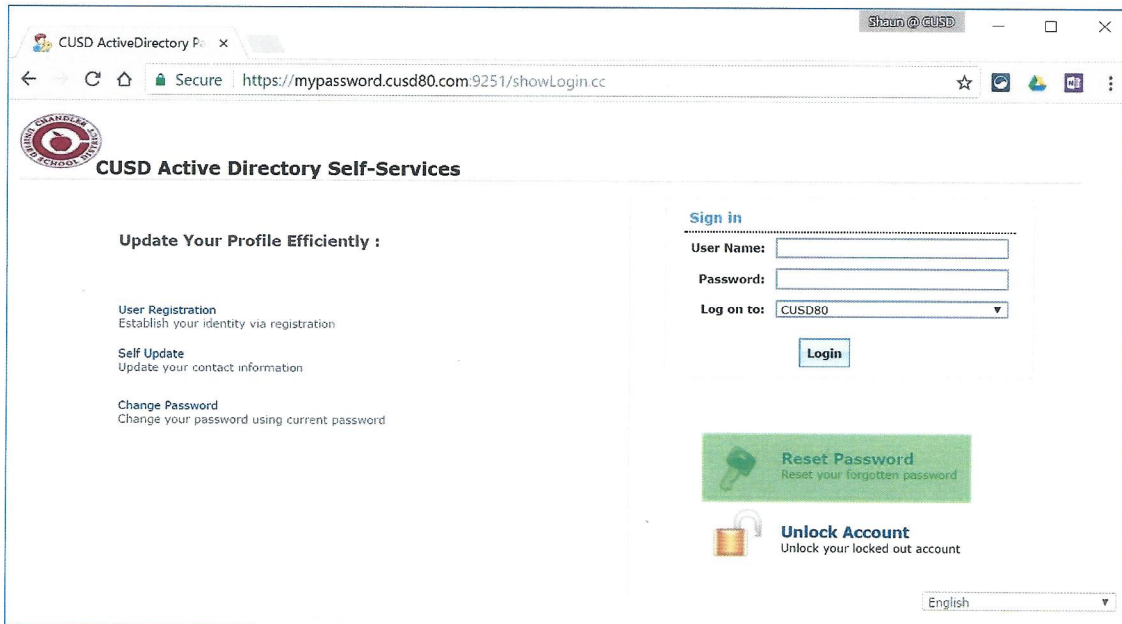
3. Enter your username in the **Domain user name** field and click **Continue**.
   a. **STAFF**: your user name is the portion of your e-mail address before the @ symbol, which is **lastname.firstname** for **most** users (e.g., smith.john)
   b. **STUDENTS**: your username is **S + your student ID number** (e.g., S123456)
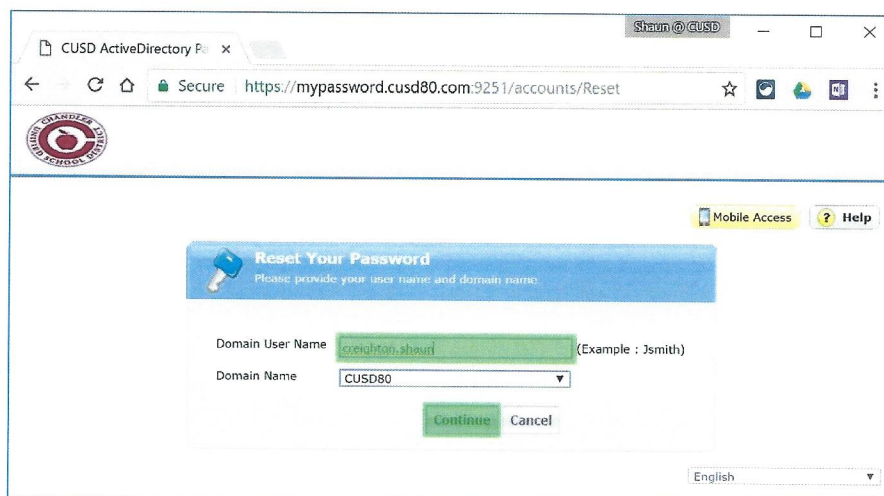
4. Answer the security questions based on the answers you provided on enrollment, enter the characters displayed at the bottom of the screen, and click the **Continue** button.

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

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.