We now have a self service product available to reset your password on your own!

Here is the information on how to register and use the product:

There are two ways to access the program

1. In the "Network Applications" folder on the desktop, is a link called "MyPassword" in Firefox.
2. You can also open an Internet Explorer session and enter the following: http://mypassword:8888

Once you are in the program

1. First you will need to register by signing in with your current ID and password
2. Enter your username in the username field (this is your ID number as a staff member or s+id number as a student: ex – s123456)
3. Enter your current password in the password field (this is the password used daily to login to the computer)
4. Click the login button
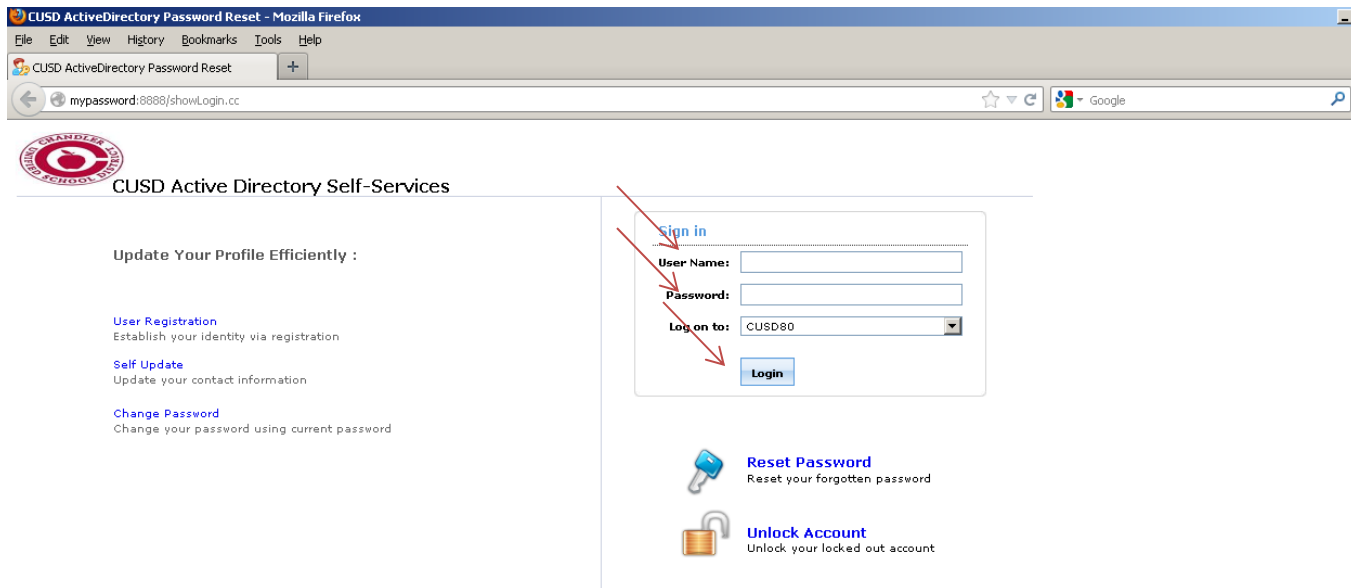
5. Once you login, it will automatically take you to this "Welcome screen"
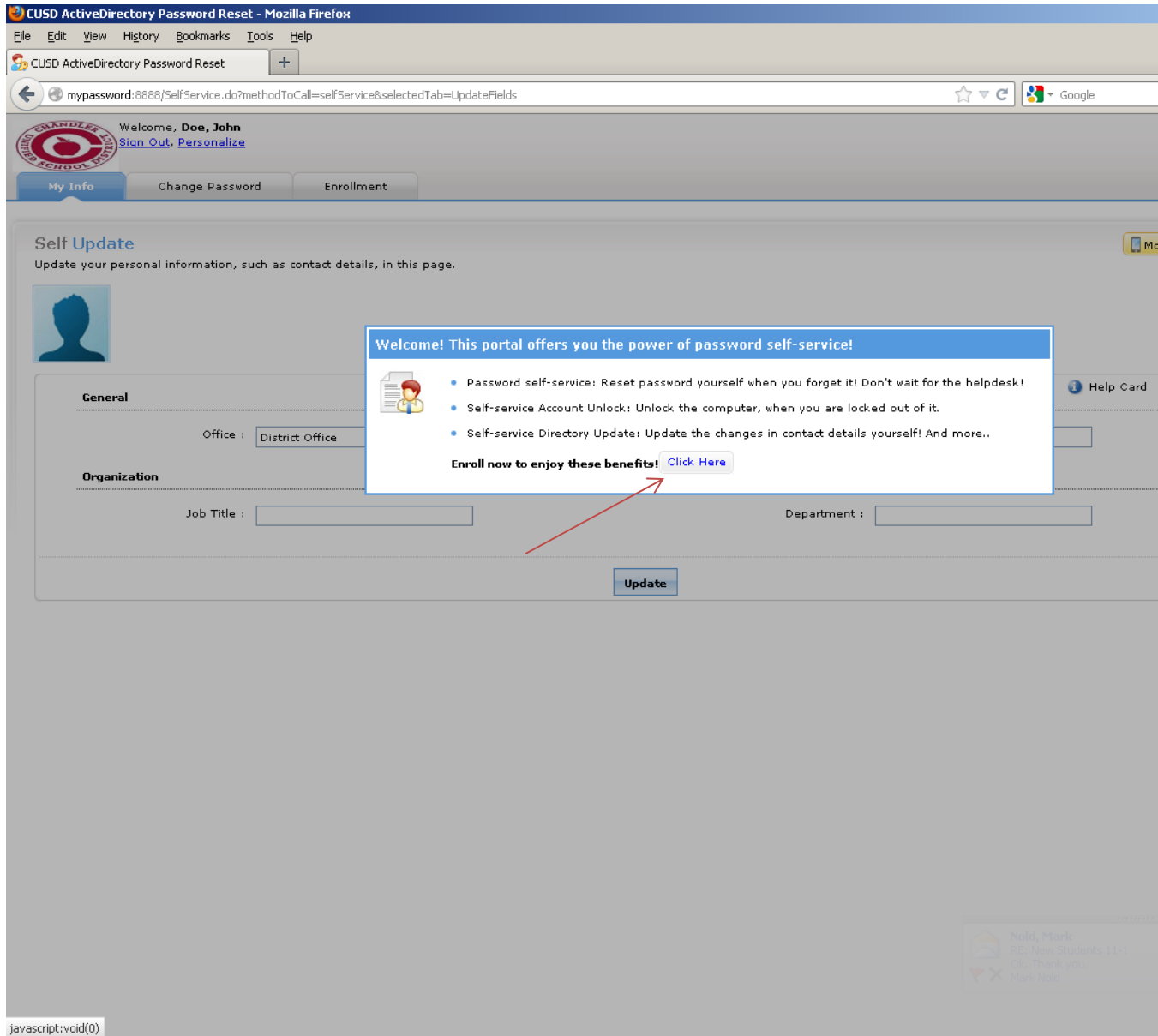
6. Click on the "Click Here" link. Until you register this way, the system will not let you do anything else, so make sure to go through this process the first time logging in.
7. Once you click the link, it will take you to the "Enrollment" tab, where you will have to choose a specific number of security questions and answers. The system will tell you the requirements of the answers chosen. Number of questions/Type of questions will depend on the type of user (student, staff, etc).

8. Once you have successfully chosen your questions and answers, click "Enroll" at the bottom of the screen. You have now completed the enrollment process.

After you have registered the account and answered the security questions, you'll be able to change your password, reset your password, etc on your own.

If you want to change your password when you already know the password:

1. Login to the system the same way as original

2. Click on the "Change Password" tab at the top of the screen.
3. Enter your old password, create a new password, and confirm the new password.
(Please note that as a staff member, if you change your password, this changes it for all the programs that sync with the computer password immediately (computer, email, workforce, Infinite Campus, Employee Online)

You can also reset your password when you do not know the current password:

1. Open up to the login page
2. Click "Reset password"

3. Enter your username (ID number) in the "Domain User Name" field and click "Continue"
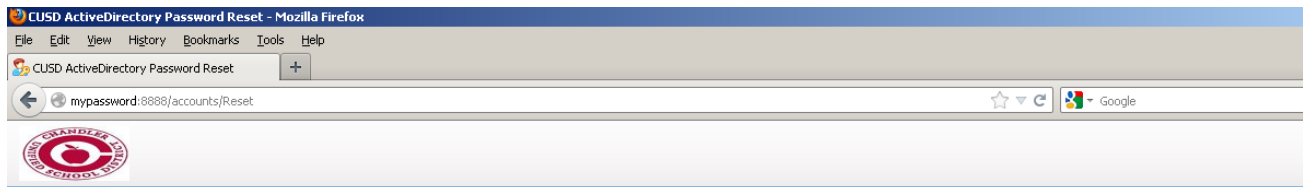
4. You will now be asked to answer the security question/answers you setup at enrollment.
5. Click "continue" after entering your questions.
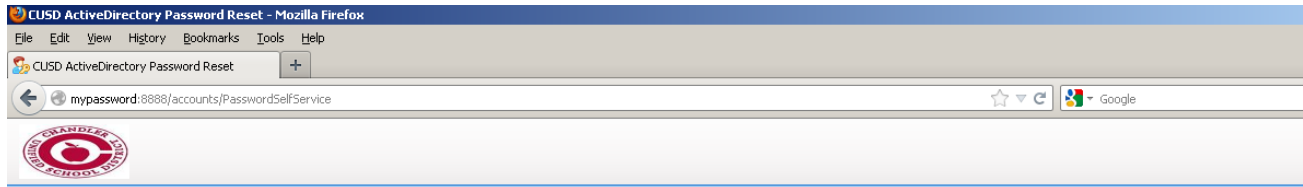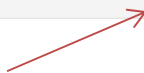
6. You can now create a new password and confirm the password and click "reset password"
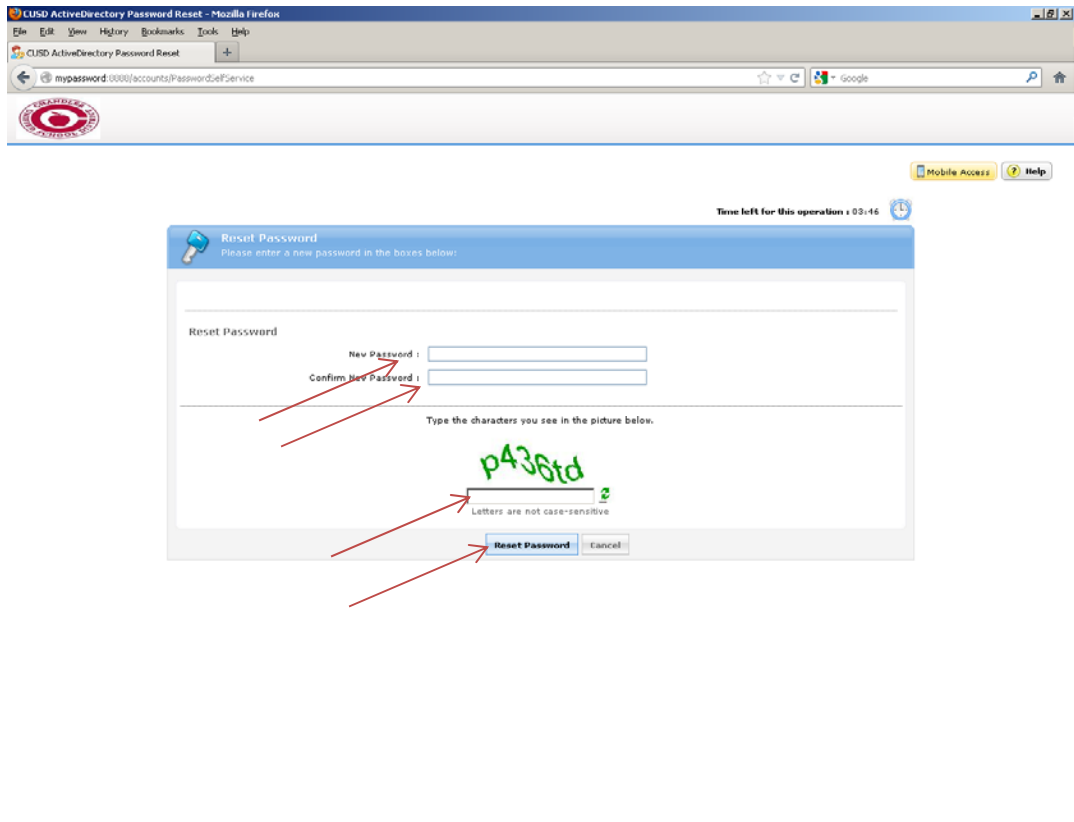
There is also the ability to reset your password from the initial computer login screen

1. Press Control/Alt/Delete like you normally would to login to the computer.
2. Click on "Reset Password/Unlock Account"
3. Follow steps to reset

Self Update

There is also a "self update" section where you can personalize your Phone number, Department, Job Title, etc. When logged into the system, click on "Self Service" and fill out your info and click "Update"