

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

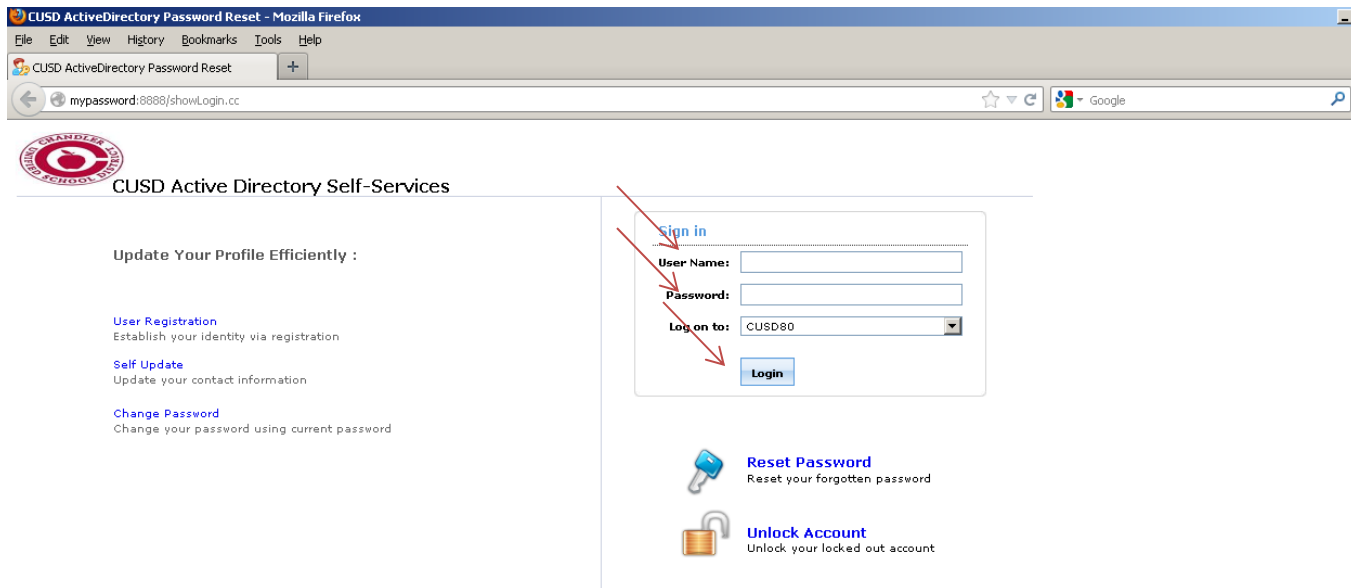
**Here is the information on how to register and use the product:**

**There are two ways to access the program**

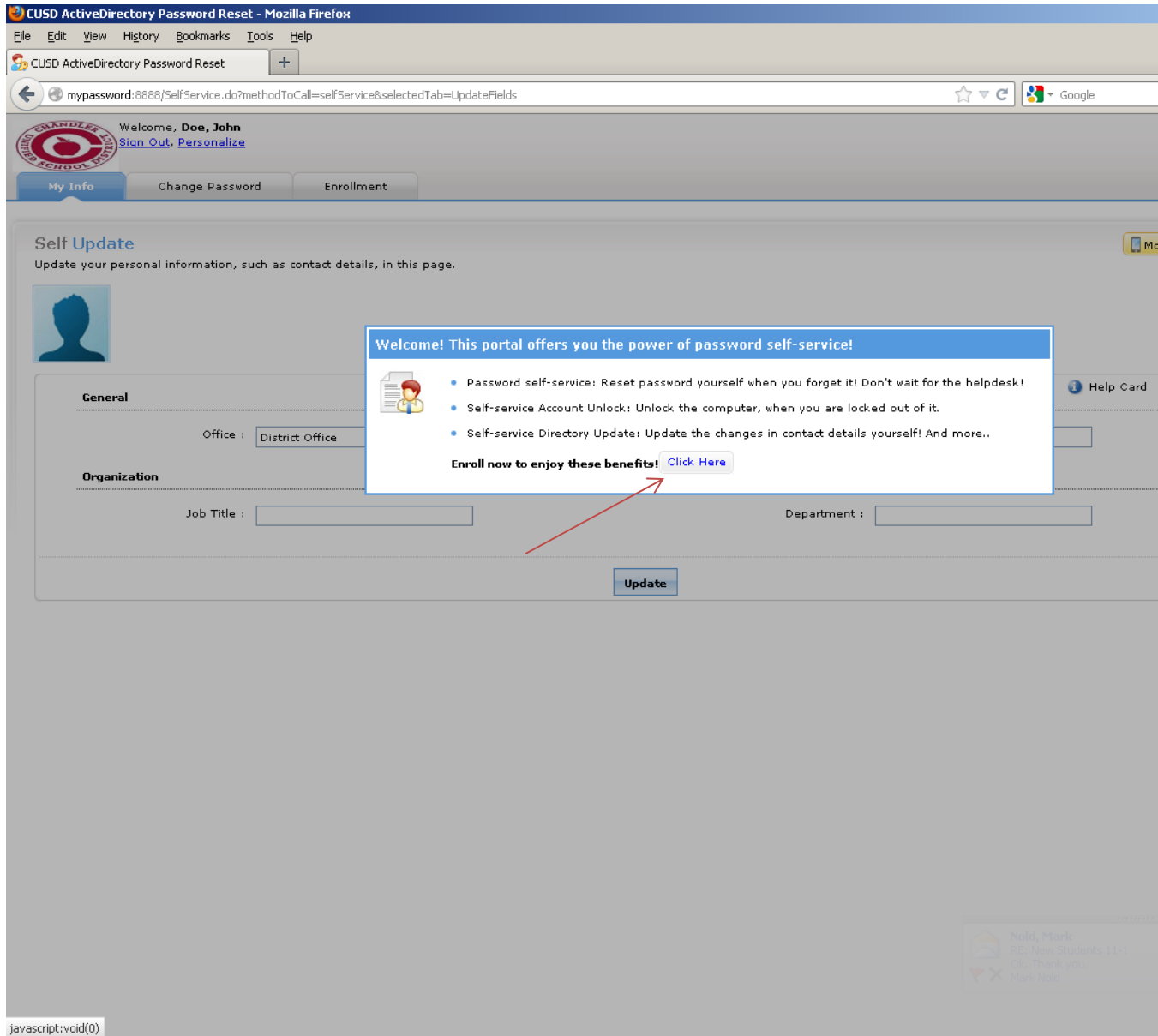
1. In the “Network Applications” folder on the desktop, is a link called “MyPassword” in Firefox.
2. You can also open an Internet Explorer session and enter the following: <http://mypassword:8888>

**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.

CUSD ActiveDirectory Password Reset - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CUSD ActiveDirectory Password Reset

mypassword:8888/Enrollment.do?selectedTab=Enrollment

Welcome, Doe, John  
[Sign Out](#), [Personalize](#)

My Info Change Password **Enrollment**

### User Registration

The information you provide here would be used to authenticate you when attempt to reset password or unlock your account.

**Security Que & Ans**

**Length Specification**

- The minimum length of the answer(s) should be 6 characters and maximum allowed is 255 characters

**Register Your Security Que & Ans**

Que: -----Please Select a Question-----

Answer Confirm Answer

Que: -----Please Select a Question-----

Answer Confirm Answer

Que: -----Please Select a Question-----

Answer Confirm Answer

Hide Answer(s)

**Enroll**

**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

The screenshot shows a Mozilla Firefox browser window displaying the 'CUSD Active Directory Password Reset' page. The browser's address bar shows the URL 'mypassword:8888/showLogin.cc'. The page features the CUSD logo and the title 'CUSD Active Directory Self-Services'. On the left, there is a section titled 'Update Your Profile Efficiently :' with three links: 'User Registration' (Establish your identity via registration), 'Self Update' (Update your contact information), and 'Change Password' (Change your password using current password). On the right, there is a 'Sign in' form with fields for 'User Name:', 'Password:', and a 'Log on to:' dropdown menu set to 'CUSD80'. A blue 'Login' button is located below the form. A red arrow points to the 'Login' button. Below the form, there are two additional links: 'Reset Password' (Reset your forgotten password) and 'Unlock Account' (Unlock your locked out account).

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))**

CUSD ActiveDirectory Password Reset - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CUSD ActiveDirectory Password Reset

mypassword:8888/SelfChangePassword.do?selectedTab=ChangePwd

Welcome, **Doe, John**  
[Sign Out](#), [Personalize](#)

My Info **Change Password** Enrollment

**Change Password** Mobile Access Help

Change your current domain password.

Old Password

New Password

Confirm New Password

**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”

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:**

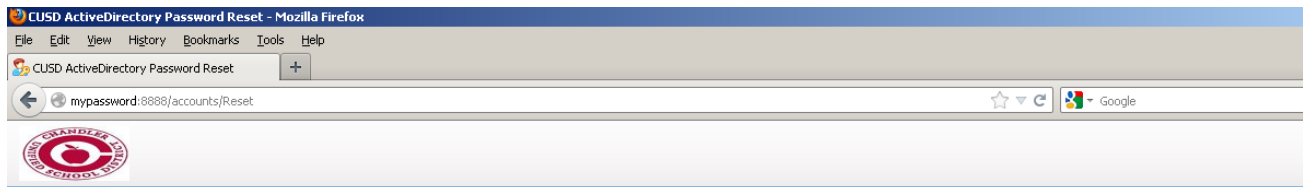
**Password:**

**Log on to:** CUSD80

 **Reset Password**  
Reset your forgotten password

 **Unlock Account**  
Unlock your locked out account

3. Enter your username (ID number) in the “Domain User Name” field and click “Continue”

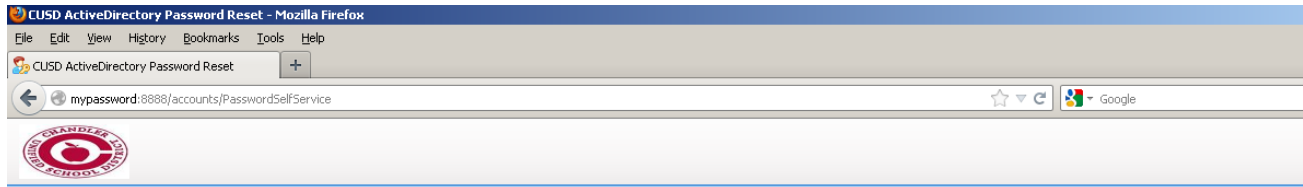


**Reset Your Password**  
Please provide your user name and domain name.

Domain User Name  (Example : Jsmith)

Domain Name

4. You will now be asked to answer the security question/answers you setup at enrollment.
5. Click "continue" after entering your questions.



Mobile Access

Time left for this operation : 04:09

### Security Questions

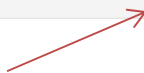
Please answer the following question(s) as per your enrollment profile to reset your password

**Answer the below question(s)**

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

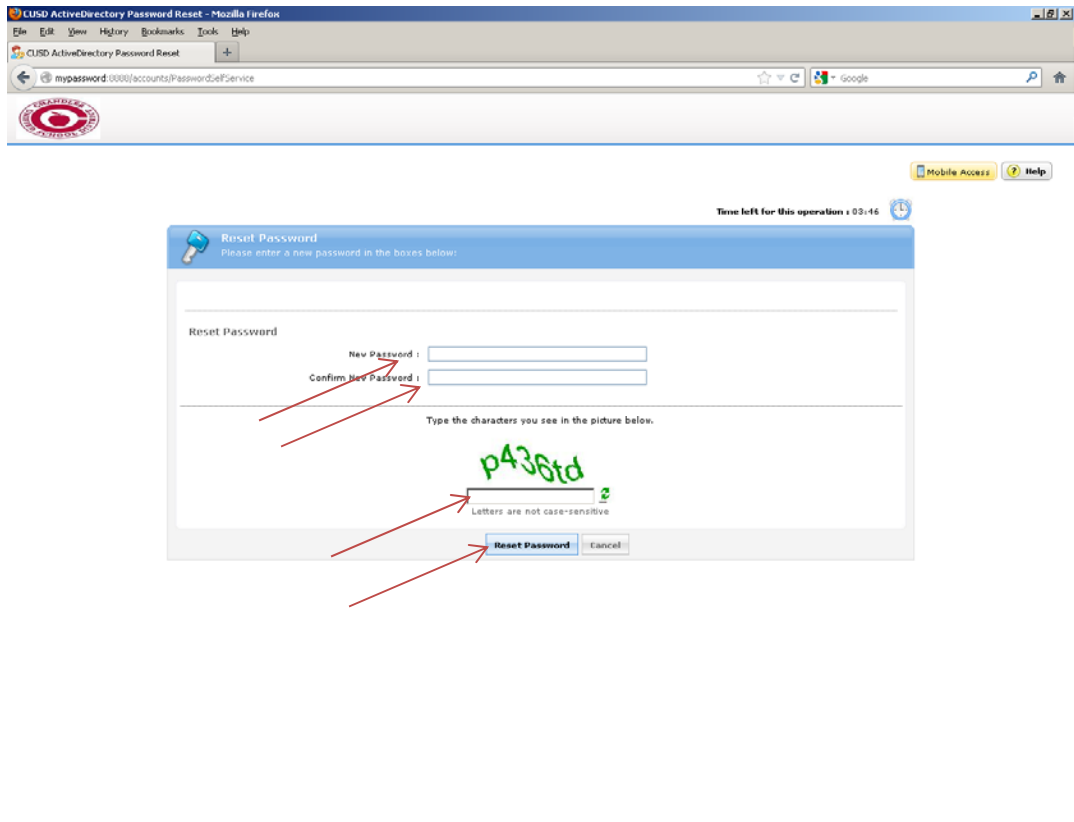
Que: What is your favorite color ?  
Ans:

Que: What was your favorite cartoon character during your childhood ?  
Ans:





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”

The screenshot shows a web browser window with the title "CUSD ActiveDirectory Password Reset - Mozilla Firefox". The address bar contains the URL: `mypassword:8888/SelfService.do?methodToCall=selfService&Update User=true&selectedService=UpdateFields&selectedTab=selfservice`. The page header includes a navigation menu with "Dashboard", "Reports", and "Self Service" (highlighted). A sidebar on the left lists "Self Service" options: "My Info", "Change Password", "Enrollment", and "Personalize". The main content area is titled "Self Update" and contains a green success message: "Successfully updated the user properties." Below this is a form with two sections: "General" and "Organization". The "General" section has fields for "Office" (District Office) and "Telephone number" ((480) 812-7697). The "Organization" section has fields for "Job Title" (Helpdesk) and "Department" (Information Systems). An "Update" button is located at the bottom of the form. A footer at the bottom of the page contains links for "Admin Guide", "Need Features", "Report an Issue", "User Forums", and contact information: "Toll free : +1-888-720-9500 | Direct Phone : +1-408-916-9890".