



# Office of Information Technology

## Password Self Service Tool Cheat Sheet

1. Access the Password Self Service Tools at <https://passwordreset.centenaryuniversity.edu/>
2. Login with your USERNAME (do not enter your email address here) and current PASSWORD

The screenshot shows a 'Sign in' form with three input fields and a 'Login' button. The 'User Name' field contains 'ainsleys', the 'Password' field is masked with dots, and the 'Log on to' dropdown menu is set to 'CENTCOLLEGE'. The 'Login' button is highlighted in blue.

3. Enroll (use the ENROLLMENT LINK on the left side navigation)

The screenshot shows the 'User Registration' page. On the left is a 'Self Service' navigation menu with 'Enrollment' highlighted. The main content area has three tabs: 'Security Questions', 'Verification Code', and 'Mobile Authenticator'. A yellow banner at the top right says 'You have already enrolled for Security Questions'. Below this, there is a 'Length Specification' section with two bullet points: 'The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters' and 'Please use only letters (a-z), numbers and symbols for answers.'

For optimal functionality, you should complete all 3 steps of the enrollment by:

- Answering 3 security questions (first tab labeled 'Security Questions')
- Registering one or more personal email addresses for Verification Code challenge (second tab labeled 'Verification Code')

The screenshot shows the 'Verification Code' registration step. It features three tabs: 'Security Questions', 'Verification Code', and 'Mobile Authenticator'. A yellow banner at the top right says 'You have already enrolled for Security Questions'. Below this, there is a section titled 'Register Your Email Address(es)' with two input fields. The first field contains 'Sharon.Ainsley@CentenaryUniversity' and the second field contains 'sharon.ainsley@ellucian.com'. A yellow highlight is placed over a '+' button next to the second field, indicating the option to add more email addresses.

- Get the Mobile App on your iPhone or Android Cell Phone (third tab labeled 'Mobile Authenticator')



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4. Check your Account Credentials (see your **USERNAME** , **ID Number**, and **PRIMARY EMAIL ADDRESS**) or Update your photo or contact information on your Profile using the My Info link

**Self Update**  
Update your personal information, such as contact details, in this page.

**My Info**  
Change Password  
Enrollment  
Applications  
Personalize

**General Information**

Display Name : Ainsley, Sharon  
Title : CIO  
Manager : Reichard, Rosalind  
Department : Office of Information Technology  
Office Location : Seay 210

User Name : ainsleys  
Primary Email : Sharon.Ainsley@CentenaryUniversity  
ID Card Number : [REDACTED]

Description : [REDACTED]

**Contact Information**

E-mail : Sharon.Ainsley@CentenaryUniversity  
Office Extension : 2343  
Direct Dial Number : -  
Fax : [REDACTED]

Mobile : [REDACTED]  
Home Phone : [REDACTED]

**Update**

5. Change Password using the Change Password link

**Change Password**  
Change your current domain password.

Old Password : [REDACTED]  
New Password : [REDACTED]  
Confirm New Password : [REDACTED]

- Minimum length should be at least "8"
- Number of special characters to include "1"
- Must contain both upper and lowercase characters
- Number of numerals to include "1"
- Must not be a palindrome
- Must not contain any character more than twice consecutively
- Must not have 5 consecutive characters from username

**Change Password** Cancel

6. \*\*Some Preauthorized users may also access G-Suite through the Applications link

**List of Applications**  
Sign-On to Cloud Accounts directly / synchronize your Active Directory password with other platform accounts

Google Apps  
ainsleys@centenaryuniversit...  
AdSelfServiceClient