



Office of Information Technology

Centenary University Account / Single Sign On

1. Access the Password Self Service Tools at

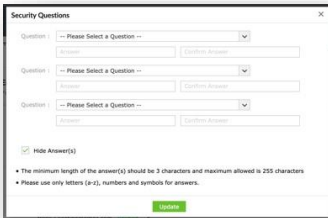
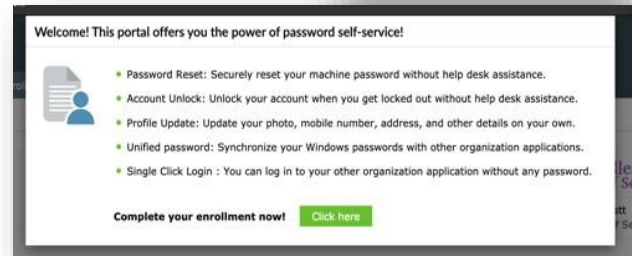
<https://passwordreset.centenaryuniversity.edu/>

2. Login with your USERNAME (do not enter your email address here) and current PASSWORD



3. You will need to enroll if this the first time you are logging into the site.

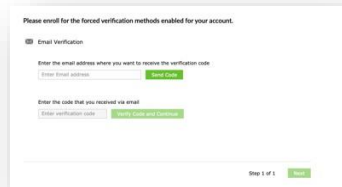
Alternative email and security questions are required.



Security questions

You can answer questions to be used as confirmation in the event you lose or forget your password.

(first tab labeled 'Security Questions')



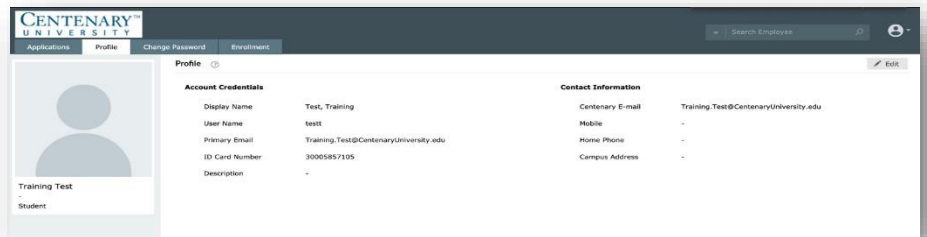
Verification Code

Your personal email address will be needed for Verification Code challenge

(second tab labeled 'Verification Code')

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



5. Change Password using the Change Password link

This step is CRITICAL for new accounts!!

You MUST set a password on your account – your default or temporary password is limited and will not work when accessing other systems and will result in login errors or your account being locked.

(Be sure that your password meets all the complexity requirements)

Old Password

New Password

Confirm New Password

- Minimum length should be at least 8
- Number of special characters to include 1
- Must contain at least 1 upper case character(s)
- Number of numerals to include 1
- Must not be a palindrome
- Must not have 5 consecutive characters from username
- Must contain at least 1 lower case character(s)

6. Go to the Applications tab once you have completed your setup.

Links to ALL the different systems and applications you will need at Centenary are located here.

This will be the landing page every time you log in after completing enrollment.

CENTENARY UNIVERSITY

Applications | Profile | Change Password | Enrollment

Search Employee

List of Applications

| | | | | | | |
|--|--|---|--|--|--|---|
| WEB ADVISOR testt Link: Web Advisor | Pharos testt Link: Pharos 360 | GoogleApps Training.Test@Centenar... AdSelfServiceClient | Office 365 {009DCD75-E263-473D... SSO: Office 365 | moodle testt SSO: Moodle | Colleague Self Service testt Link: Self Service | YOU @COLLEGE Training.Test@Centenar... SSO: YOU Portal |
| Follett Training.Test@Centenar... Link: Follett | PaperCut testt Link: PaperCut | pyramed Training.Test@Centenar... SSO: Student Health... | Handshake testt SSO: Handshake | THE WRITING COLLABORATORY Training.Test@Centenar... Link: Writing Collab... | CYCLONE CARD testt SSO: Cyclone Card | omnilert testt SSO: Omnilert |

After you have enrolled and your account is secured, we also recommend installing the **Mobile App** on your iPhone or Android Cell Phone. Use the 'Mobile Access' link in the Account Menu.

Test, Training

- Personalize
- Organization Chart
- Mobile Access**
- Sign Out

testt

Steps to download and configure the mobile app

Install Mobile App

- Visit the Apple App Store or Google Play Store to download and install the ADSelfService mobile app. For more details [click here](#)

Configure Mobile App Server Settings

- Open ADSelfService Plus Mobile App and tap the Server Settings link in the home screen.
- In the bottom-left corner, tap Scan QR Code button.
- Scan the QR code shown here to automatically update server settings.

Use the app to reset your password/unlock your account on-the-go.