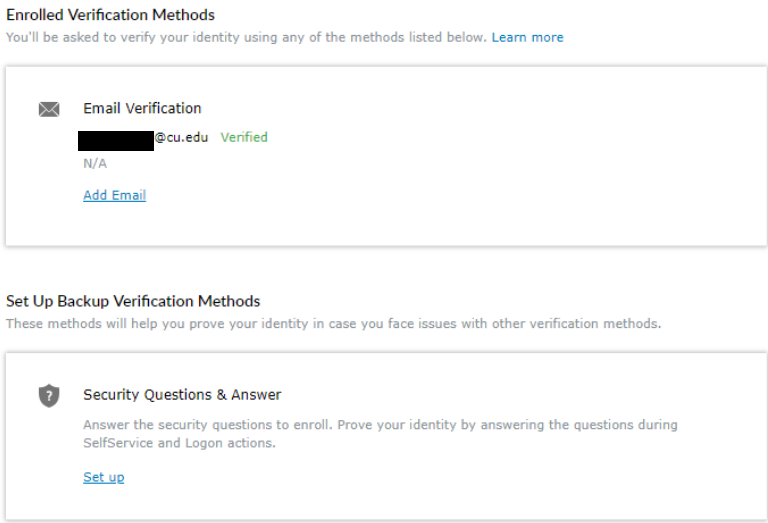

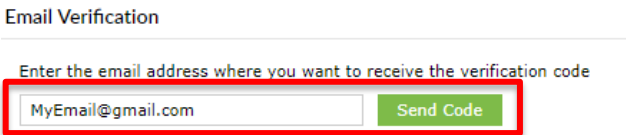


How to enroll in self-service password reset for System Administration

PURPOSE:

- This guide is to provide steps for setting up and enrolling an alternative email for sending verification codes to for Self-Service password resets.

HOW TO ENROLL AN ALTERNATIVE EMAIL FOR SELF-SERVICE PASSWORD RESET

<p>After logging into the Enrollment Management site, you should see your System Administration email already verified.</p>	
<p>To add an alternative email for enrollment you will click on the 'Add Email' link under the Email Verification section.</p>	
<p>A popup will display the email configuration setup below. Please input your preferred alternative email and click 'Send Code'.</p>	



UIS SERVICE DESK

PASSWORD RESET

The code will be sent to you within a couple of minutes. Please check your spam folder in case the email was filtered to that folder location.

This email will come from noreplyauthmanager@cu.edu with your verification code. Copy and paste your verification code into the verification code field and click 'Verify Code'

Once this has been completed successfully, you will receive an email to your @cu.edu email confirming this alternative email setup.

Enter the code that you received via email



noreplyauthmanager@cu.edu

You've enrolled in password self-service

[Bing Maps](#)

Dear [REDACTED], Congratulations! You've enrolled in password self-service on 2019/09/19 03:52 PM.



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Call: (303) 860-4357

Email: help@cu.edu