

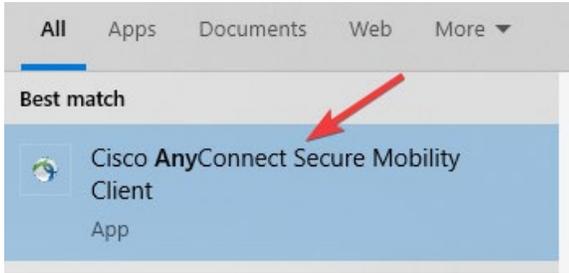
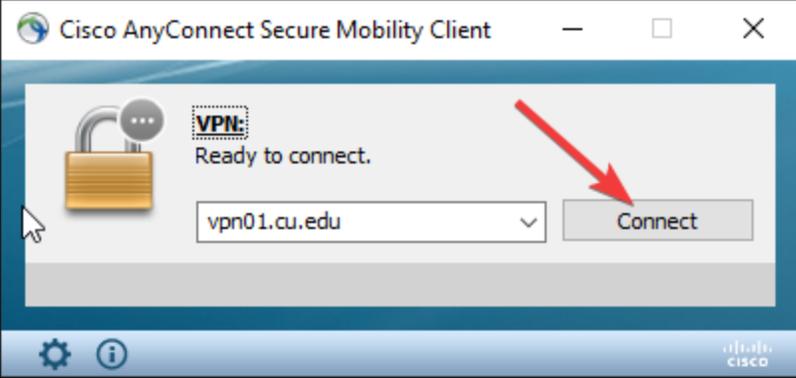
## Reset UIS Active Directory Password

**GUIDE PURPOSE:** How to reset UIS active directory password for OUD upgrade.

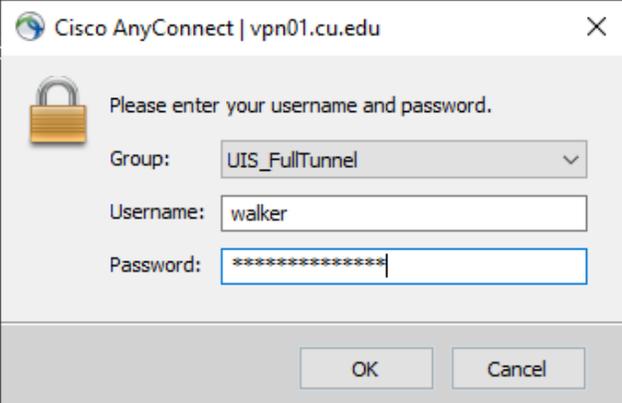
This guide will show you how to reset your password through:

- [VPN](#)
- [Office 365](#)
- [Password reset tool](#)

**How to reset UIS active directory password through the VPN:**

<p>Open VPN Cisco AnyConnect Secure Mobility Client.</p>	
<p>Select "vpn01.cu.edu" or "vpn02.cu.edu" in the drop-down selection box and press the <b>Connect</b> button.</p>	



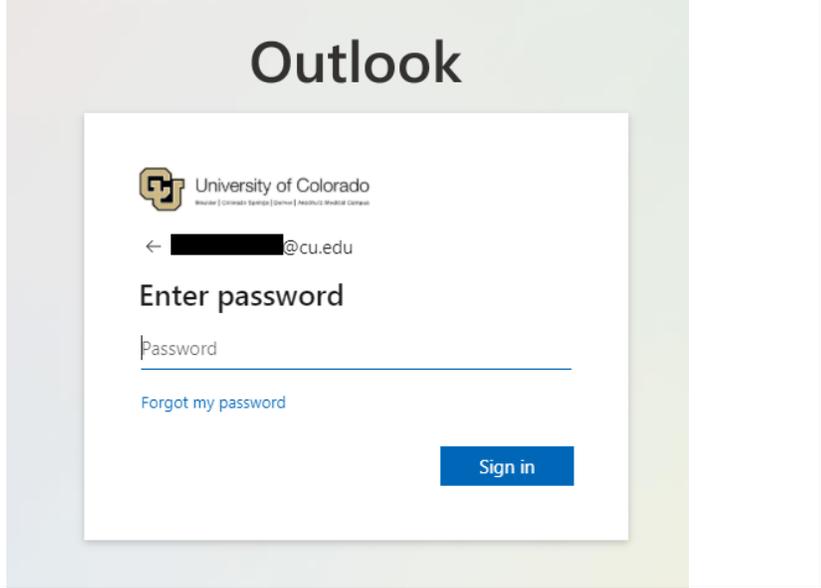
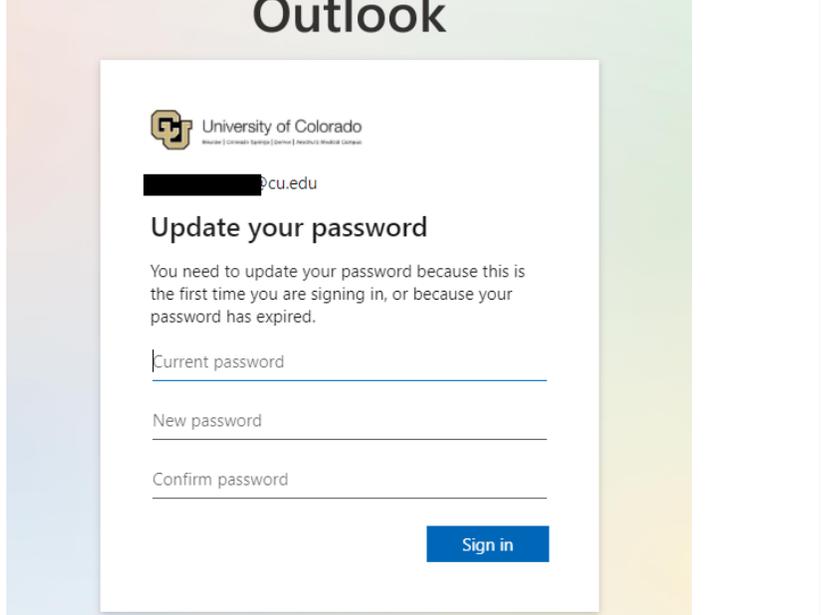
<p>A window will pop up allowing users to enter their current credentials. Enter and press <b>OK</b>.</p>	 <p>The screenshot shows a Cisco AnyConnect login window titled "Cisco AnyConnect   vpn01.cu.edu". It contains a lock icon and the text "Please enter your username and password." Below this are three input fields: "Group:" with a dropdown menu set to "UIS_FullTunnel", "Username:" with the text "walker", and "Password:" with a masked password "*****". At the bottom are "OK" and "Cancel" buttons.</p>
<p>Enter a new password and press <b>Continue</b>.</p> <p>Your password has now been reset.</p>	 <p>The screenshot shows a Cisco AnyConnect password reset window titled "Cisco AnyConnect   vpn02.cu.edu". It contains a lock icon and a magnifying glass icon. Below these are two input fields: "New Password:" and "Verify Password:". A text box below the fields contains the message "Password expiring, you must enter a new password to continue." At the bottom are "Continue" and "Cancel" buttons.</p>



## How to reset UIS active directory password through Office 365:

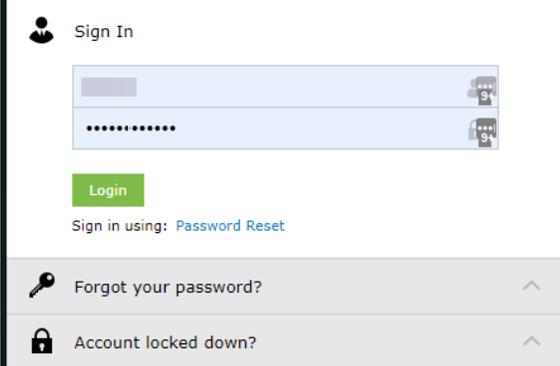
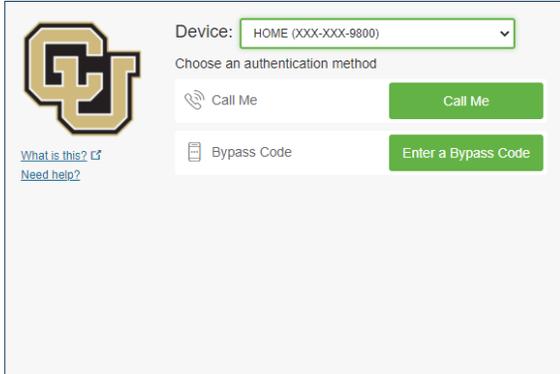
<p>Navigate to Office <a href="#">365</a> and press <b>Sign in</b>.</p>	 <p>The screenshot shows the 'Welcome to Office' page. It features a dark header with the text 'Welcome to Office' and a sub-header 'Your place to create, communicate, collaborate, and get great work done.' Below this are two buttons: 'Sign in' (orange) and 'Get Office' (white with orange border). At the bottom, there is a link: 'Sign up for the free version of Office &gt;'.</p>	
<p>Enter your username with @cu.edu after and press <b>Next</b>.</p> <p>Remember: your username is not your email address.</p>		 <p>The screenshot shows the Outlook sign-in page. It has the title 'Outlook' at the top. Below it is a white box containing the Microsoft logo, the text 'Sign in to continue to Outlook', and a text input field with a redacted username and '@cu.edu'. There are links for 'Can't access your account?' and 'Sign in with a security key ?'. A blue 'Next' button is at the bottom right.</p>



<p>Then, enter your current password and press <b>Sign in</b>.</p>	 <p>The screenshot shows the Outlook sign-in interface for a University of Colorado account. At the top, it says "Outlook". Below that is the University of Colorado logo and name, followed by the email address "██████████@cu.edu". The main heading is "Enter password". There is a text input field labeled "Password" with a blue underline. Below the field is a link that says "Forgot my password". At the bottom right is a blue button labeled "Sign in".</p>
<p>Change your password and then press <b>Sign in</b>.</p> <p>Your password has now been reset.</p>	 <p>The screenshot shows the Outlook password update interface for a University of Colorado account. At the top, it says "Outlook". Below that is the University of Colorado logo and name, followed by the email address "██████████@cu.edu". The main heading is "Update your password". Below the heading is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three text input fields: "Current password", "New password", and "Confirm password", each with a blue underline. At the bottom right is a blue button labeled "Sign in".</p>



## How to reset UIS active directory password through the password reset tool:

<p>Navigate to the <a href="#">password reset tool</a>, enter your credentials and press <b>Login</b>.</p>	
<p>A small population of users will encounter a security authentication page. If you see this page, choose the option appropriate for you to receive a multifactor authentication.</p>	<p>Please check your Duo Security Authenticator App</p> 
<p>Next, enter your current password in the <b>Old Password</b> field and your new password in both the <b>New Password</b> and <b>Confirm New Password</b> fields. Then, press <b>Change Password</b>.</p> <p>Your password has now been reset.</p>	