
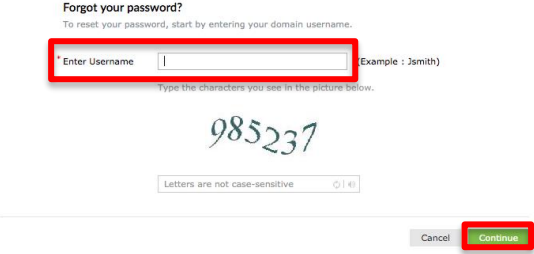


How to reset System Administration account password

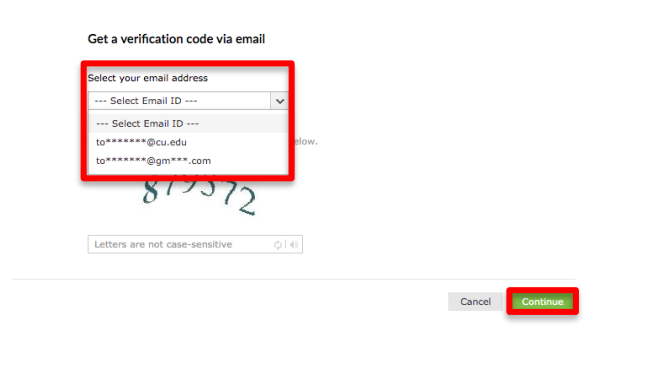
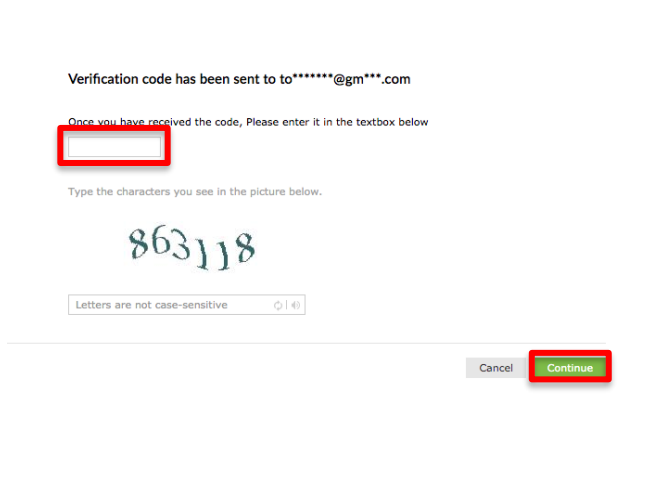
PURPOSE:

- How to navigate to password reset utility
- How to reset a forgotten password

HOW TO RESET A SYSTEM ADMINISTRATION ACCOUNT PASSWORD

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| <p>Navigate to https://authmanager.cu.edu/showLogin.cc?logoutFromSSO=true on a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, Safari or Internet Explorer) Google Chrome will be used in this example.</p> <p>Select Reset Password.</p> |  |
| <p>To reset your password, start by entering your System Administration username.</p> <p>Press Continue.</p> <p>If you're username is not found, you will need to call the UIS Service Desk at (303) 860 4357 or just 4357 if you're in the Systems office.</p> |  |
| <p>Select the appropriate email address to send your verification code to.</p> <p>The user identification procedure also ensures the request is initiated by human input. Users will need to complete the CAPTCHA challenge</p> | |



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| <p>and then press the continue button.</p> |  |
| <p>You will receive an email containing a verification code at your alternative email address.</p> <p>Complete the CAPTCHA challenge and then press the continue button.</p> <p>The new password must have a minimum of 8 characters to include: a lowercase letter, a capital letter, a number, and a special character (such as \$, #, or !). It can not be a password previously used.</p> |  |

