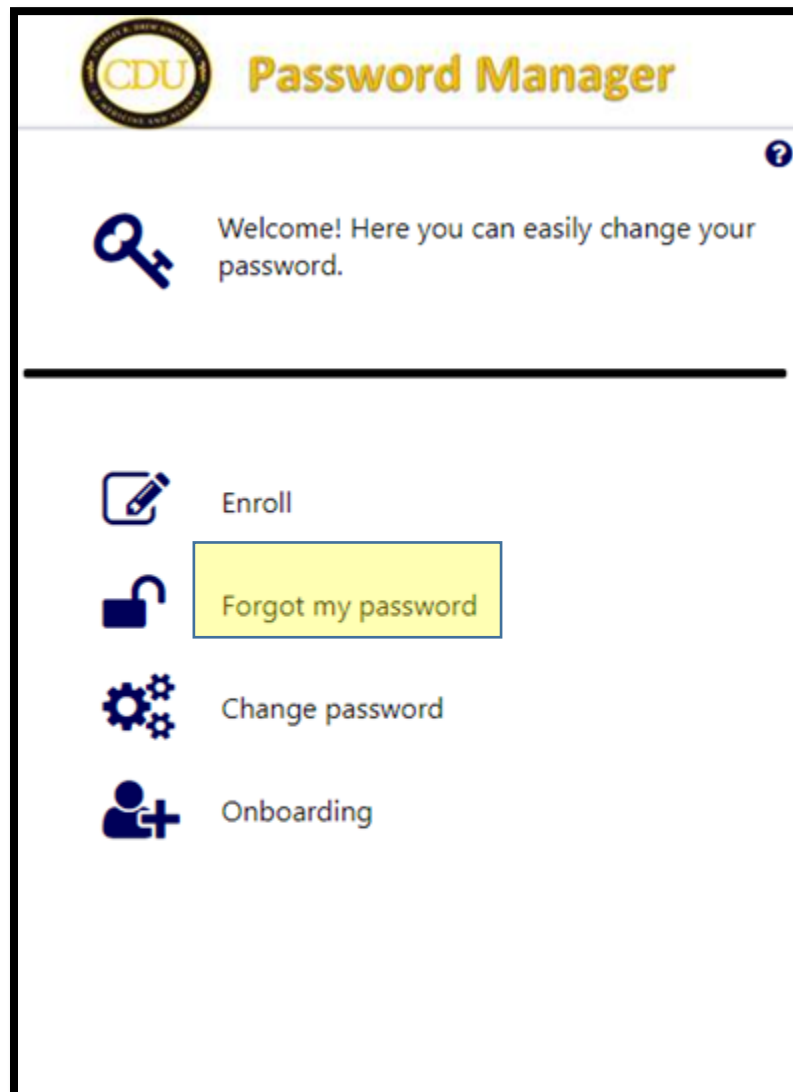




PASSWORD MANAGER

1. Go to: <https://psswrд.cdrewu.edu>
2. Select **FORGOT MY PASSWORD**







3. Type your **CDU Username** (this is your Full Name with no spaces)
Click **NEXT**

A screenshot of the 'Password Manager' interface. At the top left is the CDU logo, followed by the title 'Password Manager' in a large, bold, yellow font. Below the title is a blue question mark icon. A blue padlock icon is positioned to the left of the text 'Enter your username to reset your password.' A horizontal line separates this section from the input area. The input area is labeled 'Username:' and contains a text box with the text 'johndoe'. A yellow arrow points from the left towards the text box. At the bottom of the form are two buttons: 'Back' and 'Next'. A yellow arrow points from the right towards the 'Next' button.



4. Answer your three Security questions, then click **NEXT** to move onto the next security questions

 **Password Manager**

 Answer the following question.

1 2 3 4 5 6

What is the first name of your partner?

Back Next



5. Select **RESET MY PASSWORD** to generate a confidential password, then click **NEXT**

The screenshot shows the 'Password Manager' interface. At the top left is the CDU logo. The title 'Password Manager' is in yellow. Below the title is a question: 'Do you wish to reset your password or unlock your account?' with a blue padlock icon. A progress bar with six numbered steps (1-6) is shown, with steps 1-4 filled and 5-6 empty. Below the progress bar are two radio button options: 'Reset my password.' (selected) and 'Unlock my account.' At the bottom are 'Back' and 'Next' buttons. A yellow arrow points to the 'Next' button.



6. Type a new password by following the requirements, then click **RESET**

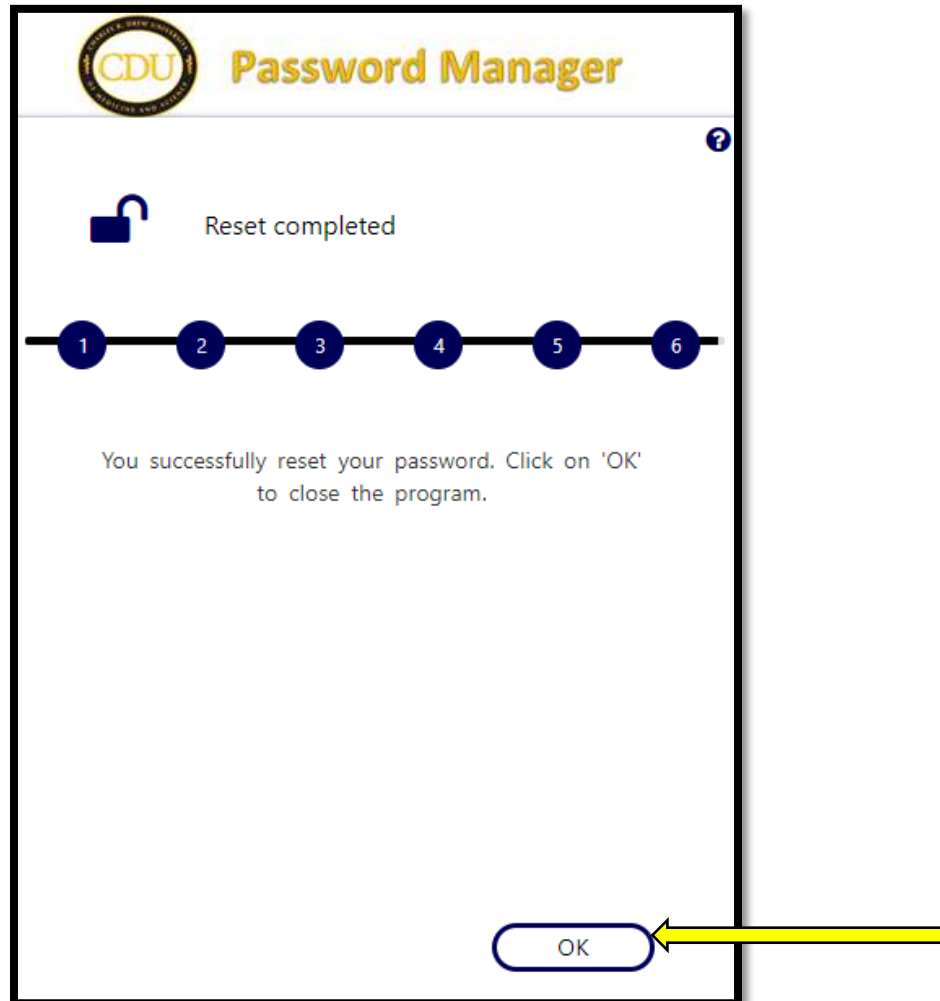
The screenshot shows the 'Password Manager' interface. At the top left is the CDU logo. The title 'Password Manager' is in yellow. Below the title is a question mark icon. A blue padlock icon is followed by the text 'Enter your new password.' Below this is a progress bar with six numbered steps (1-6). Step 1 is highlighted in blue. Below the progress bar are three green checkmarks with the following requirements:

- ✓ The password must be at least 6 characters long
- ✓ Do not use words contained in your username or name
- ✓ Use at least three of for following character types:
 - number
 - special character (e.g. !, \$, #, %)
 - upper case character
 - lower case character

Below the requirements is the label 'New password:' followed by two password input fields. The first field contains six asterisks. The second field contains six asterisks and a cursor. To the left of the input fields are two yellow arrows pointing to them. At the bottom of the form are two buttons: 'Back' and 'Reset'. A yellow arrow points to the 'Reset' button.



7. Click on **OK** to dismiss the message.



NOTE: CDU passwords expire every eight months

