



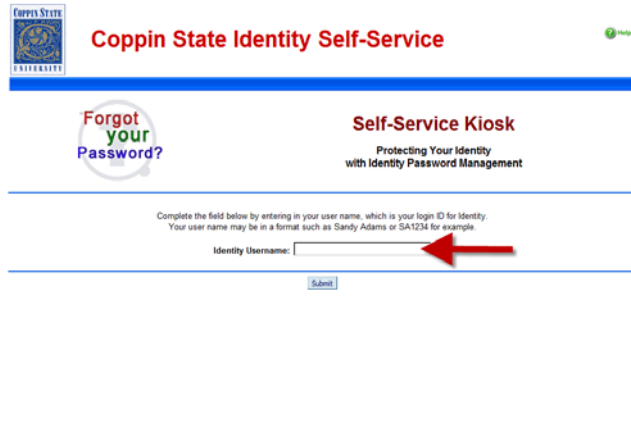


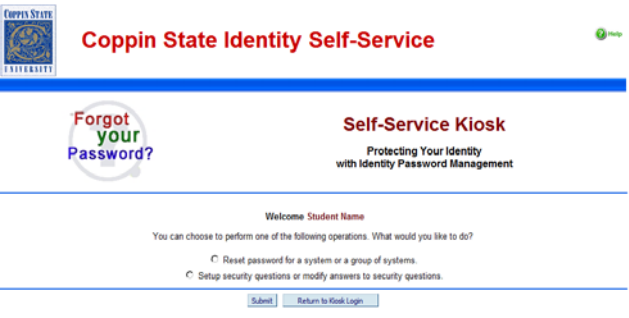
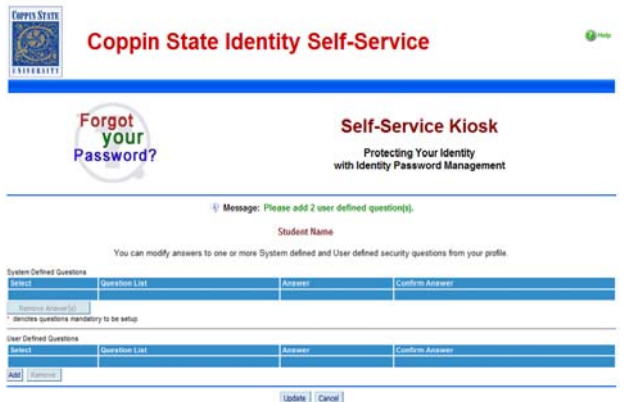


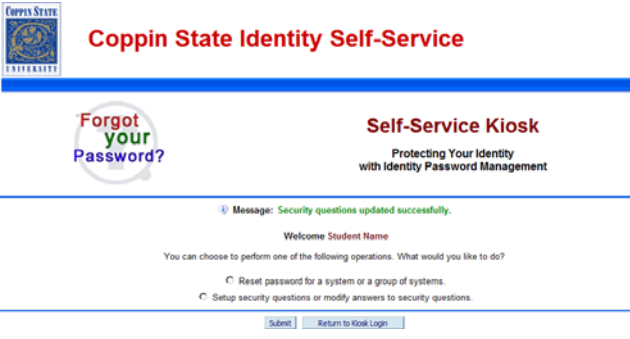
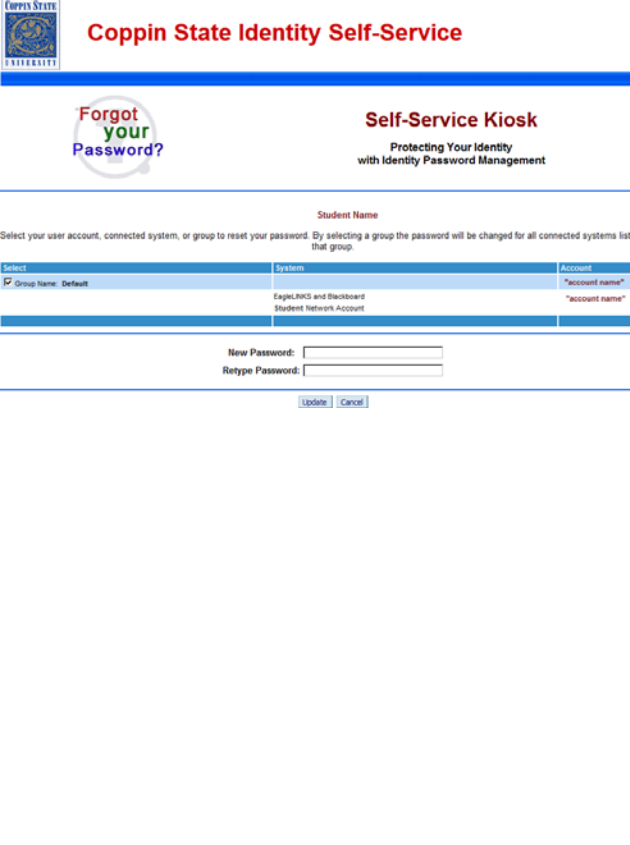
Setting up and Resetting Password Instructions

PLEASE READ THE INSTRUCTIONS CAREFULLY.

Page	Action(s) to be taken
	<ol style="list-style-type: none"> 1. To reset your password, log onto the University's website, www.coppin.edu. 2. Click EAGLELINKS.
	<ol style="list-style-type: none"> 3. Click Account Manager.

Page	Action(s) to be taken
 <p>The screenshot shows the 'Account Manager' section of the EagleLINKS portal. A red arrow points to the 'Password Reset' button. The page includes a sidebar with navigation links, a 'NEW SECURITY FEATURE' section, and instructions for password reset.</p>	<p>4. Click </p>
 <p>The screenshot shows the 'Coppin State Identity Self-Service' kiosk. It features a 'Forgot your Password?' link and a 'Self-Service Kiosk' title. Below, there is a form with the label 'Identity Username:' and a text input field. A red arrow points to this input field. A 'Submit' button is located below the input field.</p>	<p>5. Type your User ID for the Username (an example of the User ID is outlined on the Identity Management screen and click  at the bottom of this screen.</p>

Page	Action(s) to be taken
	<p>6. You will be prompted to answer 3 questions. These questions are:</p> <ul style="list-style-type: none"> (a) What is your birthdate (mm/dd/yyyy)? (You must enter a zero (0) before single digits and a forward slash between the month, date, & year, example: 01/03/1979). (b) What is your zip code? (Use the zip code of your address on file at the University). (c) What is your EagleLinks ID? (This is your 7-digit Identification ID Number listed in your letter). <p>Now click Submit at the bottom of the screen.</p>
	<p>7. The screen to the left should appear if you have answered the 3 questions correctly.</p> <p>(a) You must first click on the circle next to the “Setup security questions” option, so that you can establish 2 security questions, then click Submit.</p>
	<p>8. Locate the Add button on the left at the bottom of the screen. Click the Add button twice, type in two (2) user defined security questions and the answers to the questions. You must type in two different questions, or you will experience technical problems.</p> <p>9. Click Update at the bottom of the screen.</p>

Page	Action(s) to be taken
	<p>10. Click on the circle next to “Reset Password” option and click Submit.</p>
	<p>11. On the Password Reset Page, ensure that the small box to the left, at the top of the screen <input checked="" type="checkbox"/> Group Name: Default is checked.</p> <p>12. Type your New Password, Confirm the Password by retyping the New Password and then click Submit at the bottom of the screen.</p> <p>Please do not use your FIRST or LAST Name.</p> <p>Your Password <u>must</u> meet the following requirements:</p> <ul style="list-style-type: none"> ▣ 8 or More Characters ▣ At least 1 Lower Case Letter ▣ At least 1 Capital Letter ▣ At least 1 Number <p><i>Examples: 56789Ten raVens23 LoveU2much</i></p> <p style="text-align: center;"><i>CSU2006csu 1Summer23 Winter99</i></p>

Page	Action(s) to be taken
	<p data-bbox="837 279 1511 338">If you have successfully updated/reset your password then a screen should appear with the following:</p> <p data-bbox="837 422 1446 506">Message: Successfully reset password for user (JDoe00) in (EagleLINKS and Blackboard).</p> <p data-bbox="837 533 1446 592">Message: Successfully reset password for user (JDoe00) in (Network Account).</p> <p data-bbox="837 669 1511 749">Click the "Return to Kiosk Login" button and return to the Coppin State University homepage to access your Student Email, EagleLinks, and Blackboard accounts.</p> <p data-bbox="837 835 1511 947">IMPORTANT: Passwords expire every 120 days. You will receive a notification to change your password 14 days <u>before</u> it expires, when you log onto your Coppin Email or the computers on campus. The notification <u>will not</u> appear on EagleLinks or Blackboard.</p>