Coppin State University

PASSWORD SET-UP/RESET INSTRUCTIONS

Note: Passwords EXPIRE every 120 days.

The passwords for accessing your Network, E-mail, EagleLinks, AND Blackboard are synchronized. This means that after you reset your password through the Identity Self-Service Kiosk, the system will automatically update your Email, EagleLinks and Blackboard password to match your “NEW Network Password.” You do not have to reset your EagleLinks and Blackboard passwords separately.

STEP 1: Log onto www.coppin.edu, Click EagleLinks, Account Manager, Password Reset

a. On the Identity Self-Service Kiosk screen Enter your Identity User Name (Example: J Doe00), Click Submit
b. Answer the three questions, and Click Submit:
   a. ZIP Code – use the zip code of your home address on file at CSU.
   b. BIRTHDATE – you must enter the forward slash. Enter “0” before single digits. (Ex: 01/03/1999)
   c. EAGLELINKS ID – this is the 7 digit number located on your Coppin ID or other forms/letters.

STEP 2: CONFIGURE YOUR (2) SECRET QUESTIONS

1. You must type two (2) different secret/security questions, type the answers, then confirm answers.
2. Your answers are case sensitive. Please write down the answers and keep them in a secured place.

STEP 3: RESET PASSWORD NOTE: Please do not use your FIRST or LAST Name.

1. Click on the circle next to the “Reset Password” option.
2. Type your New Password, Retype the New Password again. then click Submit.

Your Password must meet the following requirements:

◘ 8 or More Characters ◘ At least 1 Lower Case Letter
◘ At least 1 Capital Letter ◘ At least 1 Number

Examples: 56789Ten ravens23 LoveU2much CSU2006csu 1Summer23 Winter99

If your password reset FAILED, please view the Password Rules box on the bottom right corner to determine the errors. Otherwise, a message appears stating that “Your Password is Successfully Changed”.

You must thoroughly read and follow STEPS 1, 2, and 3 above to activate your Network/EagleLinks/Blackboard accounts. You will not be allowed to register for future semesters if your account is not active.

IMPORTANT: Passwords expire every 120 days. You will receive a notification to change your password 14 days before it expires, when you log onto your Coppin Email or the computers on campus. The notification will not appear on EagleLinks or Blackboard.

REMINDER: Please LOG OFF every time you use the computers on campus. If you do not log off, other students will be able to print from your account and access your personal information.

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