How to change and/or reset your VSE password

1) **Sign in** to the system with the automatically generated log in information you received via email.

2) Scroll down the main page and click on the “Change Password” link in the “Information system setup” section of the menu.

3) Change your password. Your new password needs to comply with the guidelines mentioned on the page.
4) Only after all the criteria has been met (indicated by the lights turning green) will you be able to push the “Change” button.

5) Leave the “Suppress synchronization” checkbox empty if you want your password to be changed in related university services and networks, such as your VSE Office 365 mailbox or accessing the university computers in classrooms.

6) Set a security question to reset your password in case you forget it. Questions regarding your personal information will use the data that has already been stored in the system. Broader questions will require you to enter your answer in a separate field.

7) You will also be required to provide an external email to which your new password will be sent in case of reset.