CITY TECH ACTIVE DIRECTORY PASSWORD RESET-CHANGE PASSWORD

- 1. Open a Web Browser and enter the url https://forgot.citytech.cuny.edu in the address bar.
- 2. Login to SSPR using your current email credentials.

Please Log In City Tech Active Directory Password Reset
Username
Current Password
Degin
<u> Forgotten Password </u>

Username: Firstname.Lastname Password: City Tech AD password

3. Click Login.

4. Select Change Password.

Main Menu City Tech Active Directory Password Reset		5. Follow the Password Requirements. Create a new password according to the follow
ৎ Change Password	Change your current password.	password requirements. New Password Requirements
¦≡ <u>Setup Security</u> Questions	Setup your forgotten password security questions and answers. These secret answers will allow you to recover your password if you forget it.	• Password is case sensitive.
		• Must be at least 8 characters long.
₩ <u>Setup Mobile App</u> <u>Authentication</u>	Setup your mobile app device. If you forget your password, you can use your mobile device to authenticate to this site.	• Must have at least 1 number.
		• Must have at least 1 lowercase letter.
My Account	Information about your password and password policies.	• Must have at least 1 uppercase letter.
Leipdesk	Helpdesk tools	• Optional special characters allow (!@#\$%^&)

- Must not include part of your First name, Last name or username.
- Must not be the last 4 used passwords.
- Must not include the following values: test password
- Must contain minimum of 8 characters

6. Click Change Password and wait for the password to be updated. Click Continue.



Room L-114 Welcome Center