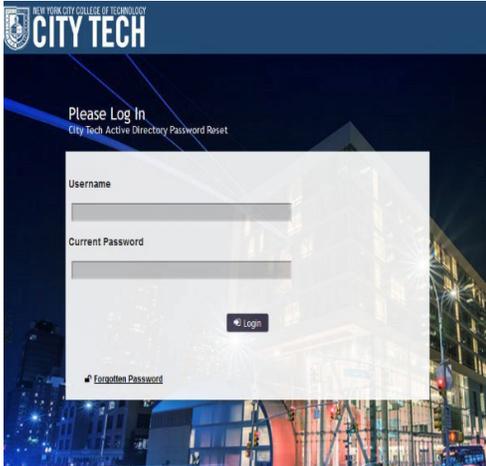


CityTech Student's Self-Service Password Reset

All City Tech students have a City Tech ID with a **default password**. The purpose of the ID is to have one unified account to access Technology services on Campus.

Navigate to: <https://forgot.citytech.cuny.edu>

A screenshot of the City Tech login page. The page has a dark blue header with the City Tech logo and the text 'Please Log In City Tech Active Directory Password Reset'. Below the header is a white login form with two input fields: 'Username' and 'Current Password'. A 'Login' button is located below the 'Current Password' field. A link for 'Forgot Password' is at the bottom left of the form. The background of the page shows a blurred image of a city street at night.

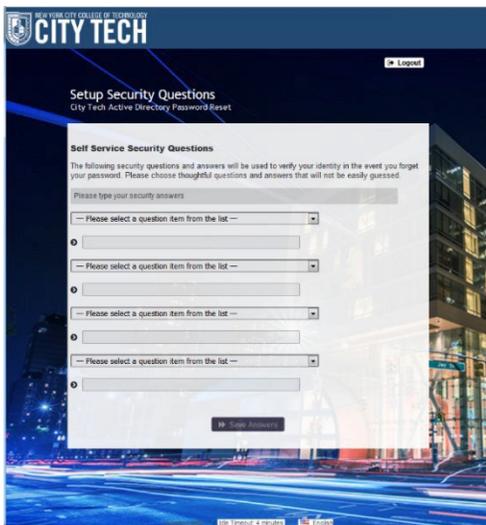
1. Enter username

Username: Firstname.Lastname

2. Enter default password

Firstname initial **UPPERCASE**, lastname initial lowercase, your Date of Birth (**MMDDYYYY**), followed by the last four digits of your **CUNYFirst EMPL ID**.

Password: JdMMDDYYYY9367
(please use full year of your birthday)

A screenshot of the City Tech security questions setup page. The page has a dark blue header with the City Tech logo and the text 'Setup Security Questions City Tech Active Directory Password Reset'. Below the header is a white form titled 'Self Service Security Questions'. The form contains four dropdown menus, each with the text 'Please select a question item from the list --'. Below each dropdown menu is a text input field for the answer. A 'Save Answers' button is located at the bottom right of the form. The background of the page shows a blurred image of a city street at night.

3. Select four Security Questions and Provide Answers, click Save Answers.

- The answers are not case sensitive.
- Answers must be more than four characters.

4. Choose two Helpdesk Security Questions and Provide Answers, click Save Answers.

5. Please type in your new password and confirm password, click Change Password.

Student New passwords must contain:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must include at least 1 number.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Optional special characters allow (!@#\$%^&)
- Must not include any of the following values: test password
- Must not include part of your name or username ID.

After the completion of a new password, students will be able to log into the Lab computers by entering their username and password as shown below.

- 1. Enter username** - Firstname.Lastname
- 2. Enter password** – New Password that was created

Note: Faculty must use their City Tech AD credentials (same as email username and password) to access Teacher Consoles in labs and classrooms.