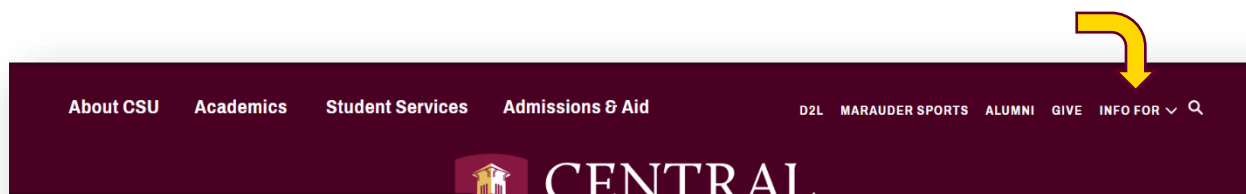





# Password Reset Tutorial



1. Go to [centralstate.edu](http://centralstate.edu) from any internet browser (this works from smartphones, personal computers, etc.)
  - a) From cell phone: click the 3 black/grey lines on the left side of the screen  , scroll to “Info For”
  - b) From computer/ laptop/ tablet: > in the upper right corner click “**Info For**”
2. In the upper right corner of the homepage, hover over the “**Info For**” menu item and choose “**Marauder IT Services**” from the drop-down menu
3. Scroll down and click on “**Microsoft self-service password reset and multi-factor authentication portal**”
4. Choose “**Microsoft self-service password reset**”
5. Enter your full CSU email address and complete the Captcha
6. Choose “**I forgot my password**”
7. Follow the prompts to **set a new password**
8. Wait approximately 30 minutes for the new password to replicate to all of the different systems (at some point during this time, you will most likely be **prompted to log back into** Outlook/Teams/OneDrive. Use your new password to do this.
9. After 30 minutes, open **VPN AnyConnect** and sign in with your **new password**
10. While still connected to the **VPN**, **lock your computer** by pressing the **Windows Logo key** (bottom row, between Fn and Alt) and the “**L**” **at the same time**. That should lock your computer. **Unlock** the computer with your new password - that should sync all your passwords.