

# **TEXAS SOUTHERN UNIVERSITY**

Office of Information Technology

### Password Reset - Quick Reference Guide

**Purpose:** of this guide is to provide step by step instructions on how to reset your Texas Southern University password.

### Instructions

- 1. Open your web browser to <u>http://mytsu.tsu.edu</u>
- 2. At the Sign in screen shown below, use your TSU email address. Then click next.

🔍 🔍 🔲 🏪 Sign in to your account 🛛 🗙 🕂	
← C Ď https://login.microsoftonline.com/ef4b2256-9462-442b-aee2-eac7ed9fb564/oauth2/authori	ze?client_id=0000003-0000-0ff1-ce00-000000000008response_mode=form_post&response_type=code%20id_token 🗛 🎲 🏚 😭 🚺 🖬 🕅
🕒 Ellucian OPUS 💿 Okta 🛲 Umbrella 🚆 VLSC 🥡 Barracuda 📡 DNS Made Easy 🖌 New Priority 🧃 0365	Admin 🎽 TSU 🎽 Ellucian 👫 Azure AD 🏪 MS Services Hub 🍙 Colocation Provid 🔛 My LastPass Yault
TSU	TEXAS SOUTHERN UNIVERSITY
1	TSU
80	Sign in
22	e.breese9404@student.tsu.edu
	Can't access your account?
	Back Next
R. R. C.	To reset your password please visit https://mypassword.tsu.edu
	Q Sign-in options

3. You will then be asked to Stay signed in, click Yes. (shown below)

TSU Tesas Scormano Unormano		
e.breese9404@studer	nt.tsu.edu	
Stay signed i	n?	
Do this to reduce the to sign in.	number of time	es you are asked
Don't show this a	gain	
	No	Yes
To reset your passwor	rd places visit	

TSU - Office of Information Technology (Password Reset 4/23)



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4. Then click on your initials in the top right corner of your screen. (shown below with yellow arrow pointing to it)



5. Then click on View account. (as shown below, red arrow is pointing to it in pic.)





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6. Once you are on the screen shown below, click on CHANGE PASSWORD. (a red arrow is pointing to it in pic.)

Hy Account V				
, Overview	8			
<ul> <li>Security info</li> </ul>		Security info	Password	Settings & Privacy
L Devices	E.Breese9404	Q	Q	503
S Password	⊠ E.Breese9404@student.tsu.edu	Keen your verification methods and security	Make your password stronger or change it if	Personalize your account settings and see
3 Organizations	(S) Houston	info up to date.	someone else knows it.	how your data is used.
3 Settings & Privacy		UPDATE INFO >	CHANGE PASSWORD >	VIEW SETTINGS AND PRIVACY >
> My sign-ins	✓ Why can't I edit?			
Office apps				
Subscriptions		Devices	Organizations	My sign-ins
		旦		20
		Disable a lost device and review your connected devices.	See all the organizations that you're a part of.	See when and where you've signed in and check if anything looks unusual.
		MANAGE DEVICES >	MANAGE ORGANIZATIONS >	REVIEW RECENT ACTIVITY >
	Sign out everywhere			

7. Once you are on the Change password screen (shown below) fill in your Old password, Create new password (per the requirements below), and Confirm new password. Then click on the Submit button.(shown below, red arrow pointing to it in the pic.)

#### Minimum Password Requirements:

- 1. At least one UPPERCASE letter
- 2. At least one (lowercase) letter
- 3. At least one number (1, 2, 3, 4, 5, 6, 7, 8, 9, 0)
- 4. At least one special character `!@#\$%^&\*()\_-+={[}]|\:;"'<,>.?/
- 5. At least 8 total characters in length (more characters = more secure)

?

Old password Create new password Confirm new password Submit Cancel	Old password Create new password
Create new password	Create new password
Create new password Confirm new password Confirm new password Confirm new Cancel	Create new password
Confirm new password	
Submit Cancel	*******
Submit Cancel	Confirm new password
Submit Cancel	*******
	Submit Cancel

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