

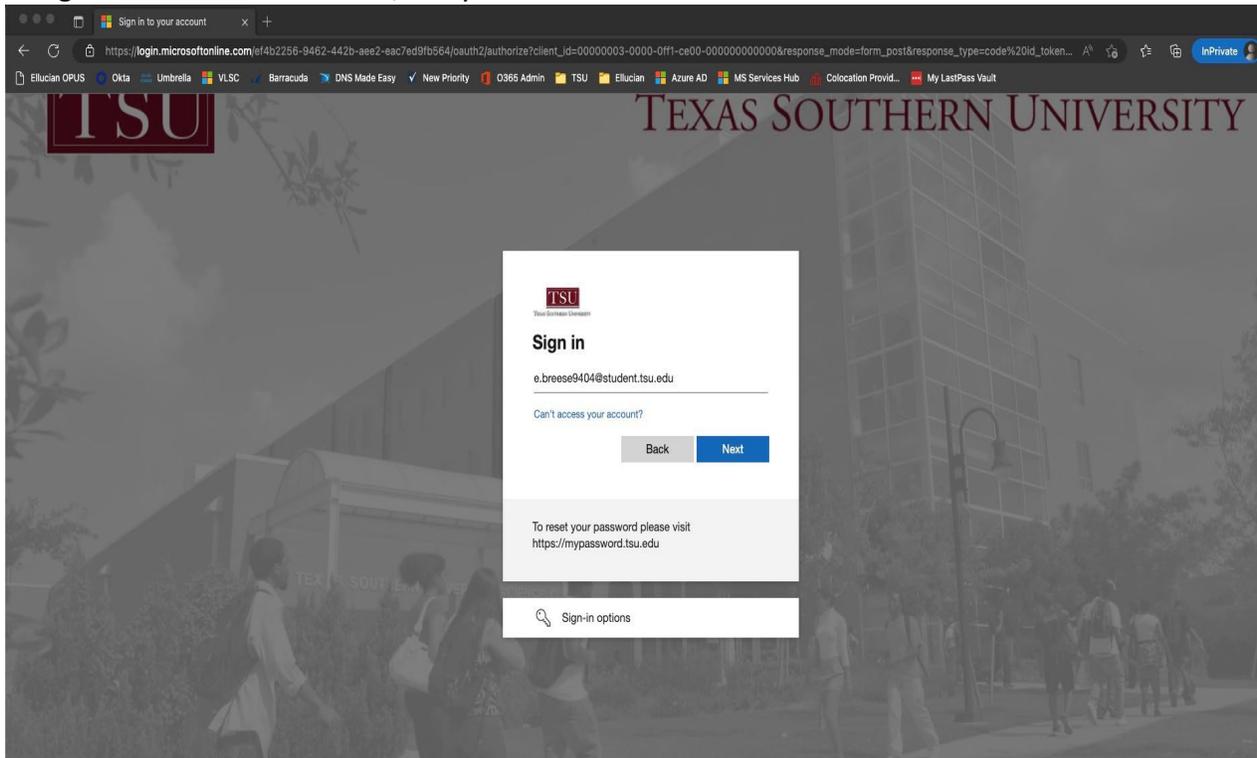


Password Reset - Quick Reference Guide

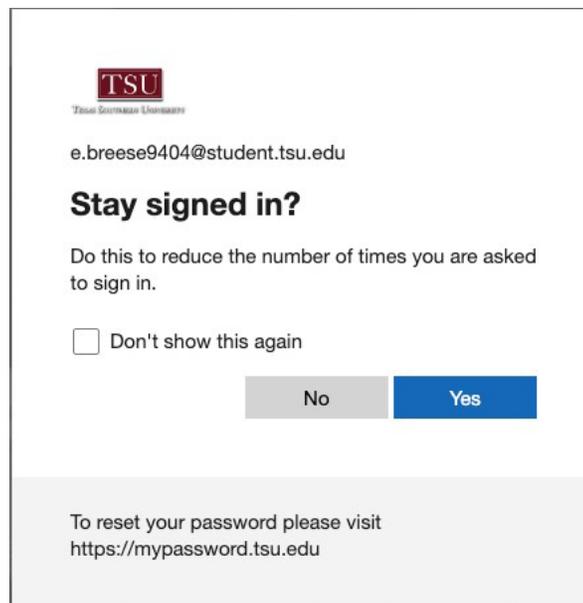
Purpose: of this guide is to provide step by step instructions on how to reset your Texas Southern University password.

Instructions

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



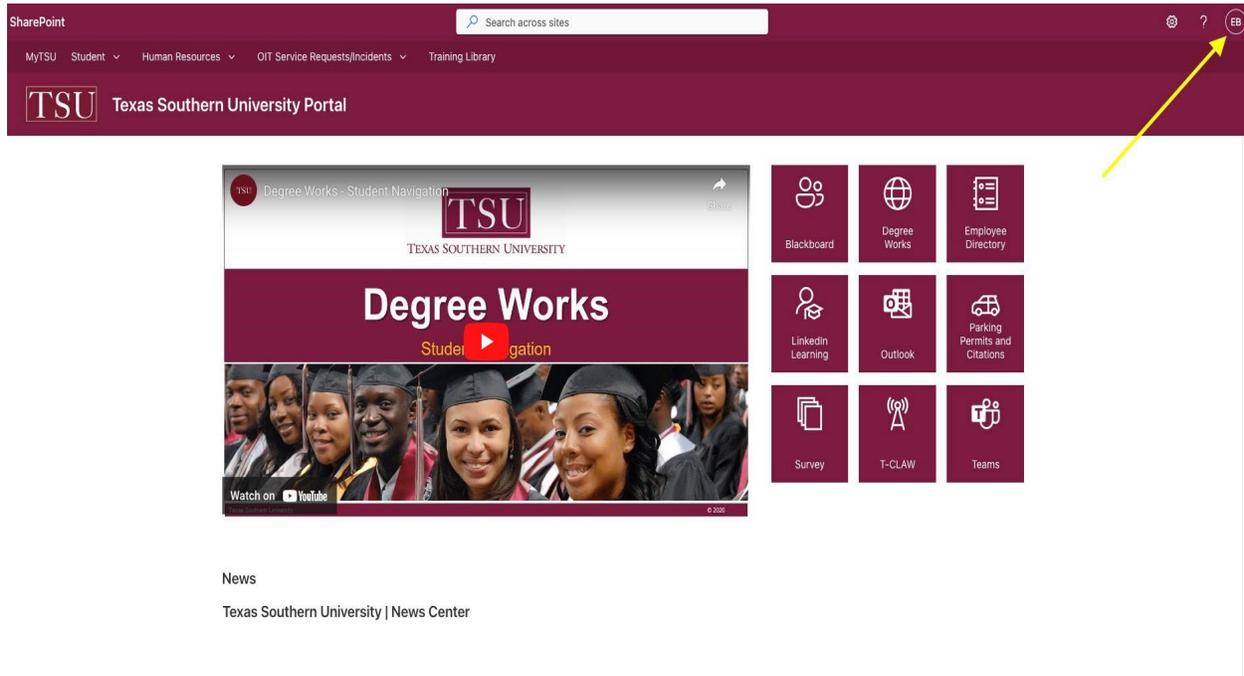
3. You will then be asked to Stay signed in, click Yes. (shown below)



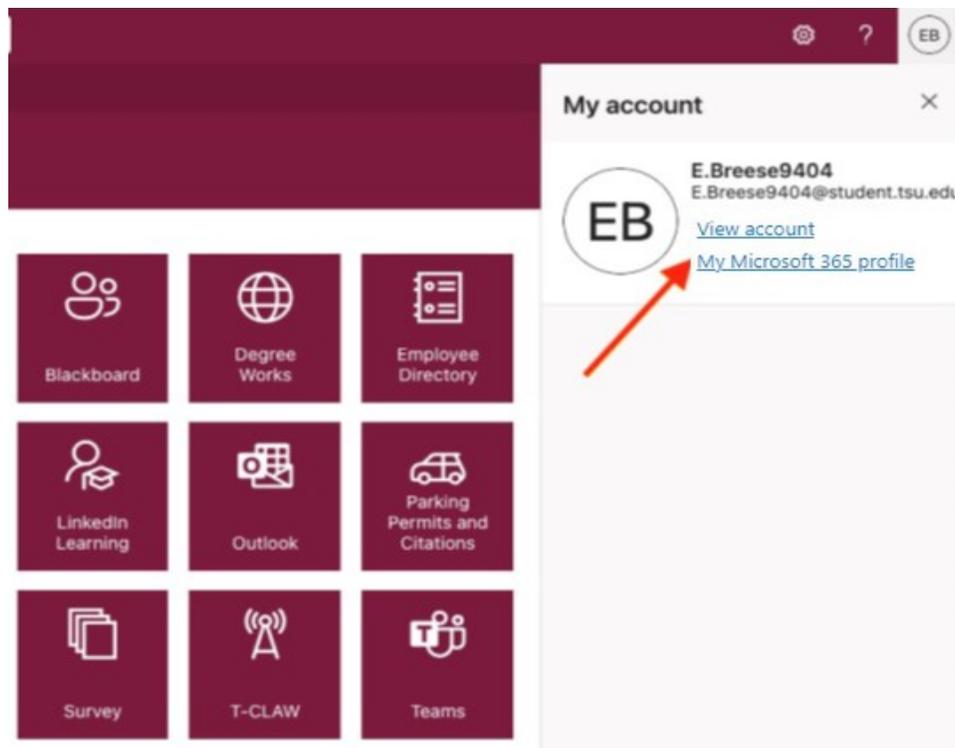


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4. Then click on your initials in the top right corner of your screen. (shown below with yellow arrow pointing to it)



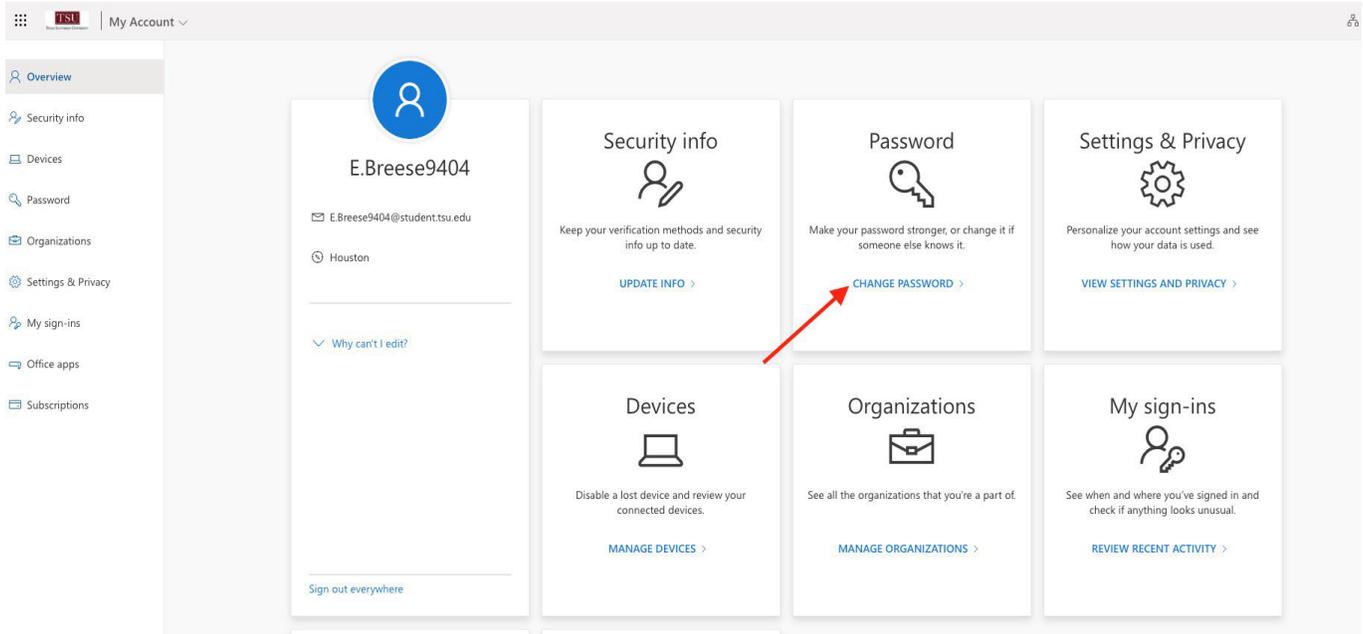
5. Then click on View account. (as shown below, red arrow is pointing to it in pic.)





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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.)



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)

TSU | My Account

Overview
Security info
Devices
Password
Organizations
Settings & Privacy
My sign-ins
Office apps
Subscriptions

E.Breese9404
E.Breese9404@student.tsu.edu
Houston
Why can't I edit?

Security info
Keep your verification methods and security info up to date.
UPDATE INFO

Password
Make your password stronger, or change it if someone else knows it.
CHANGE PASSWORD

Settings & Privacy
Personalize your account settings and see how your data is used.
VIEW SETTINGS AND PRIVACY

Devices
Disable a lost device and review your connected devices.
MANAGE DEVICES

Organizations
See all the organizations that you're a part of.
MANAGE ORGANIZATIONS

My sign-ins
See when and where you've signed in and check if anything looks unusual.
REVIEW RECENT ACTIVITY

Sign out everywhere

Change password

User ID
E.Breese9404@student.tsu.edu

Old password
.....

Create new password
.....

Confirm new password
.....

Submit Cancel

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