

Self-Service Password Reset System

Reset your Microsoft/Email/PeopleSoft password by using the [Password Reset](#) link . To use the Self-Service Password Reset System, Multi-Factor Auth (MFA) must be setup first. For instructions on MFA, see the [MFA](#) documentation. If MFA has already been setup proceed to the steps below.

1. Use your full email address, then enter the security characters displayed on the web page. Next you should be validated through the MFA security method that have setup.
2. Create a new password. New password must meet the normal password policy of:
 - Minimum of 8 characters
 - Must contain a capital letter, a lowercase letter, and either a number or a special character
 - Must not be pervious password, must not contain your name of username
 - Passwords expire every 90 days and cannot be changed more than 1 time every 3 days

