

Your Set-up Guide to Self Service Password Management **(SSRPM)**

Your Active Directory Account provides you access to all VSU Resources for Internet Access, Account Access, and more.

So Let's get started!

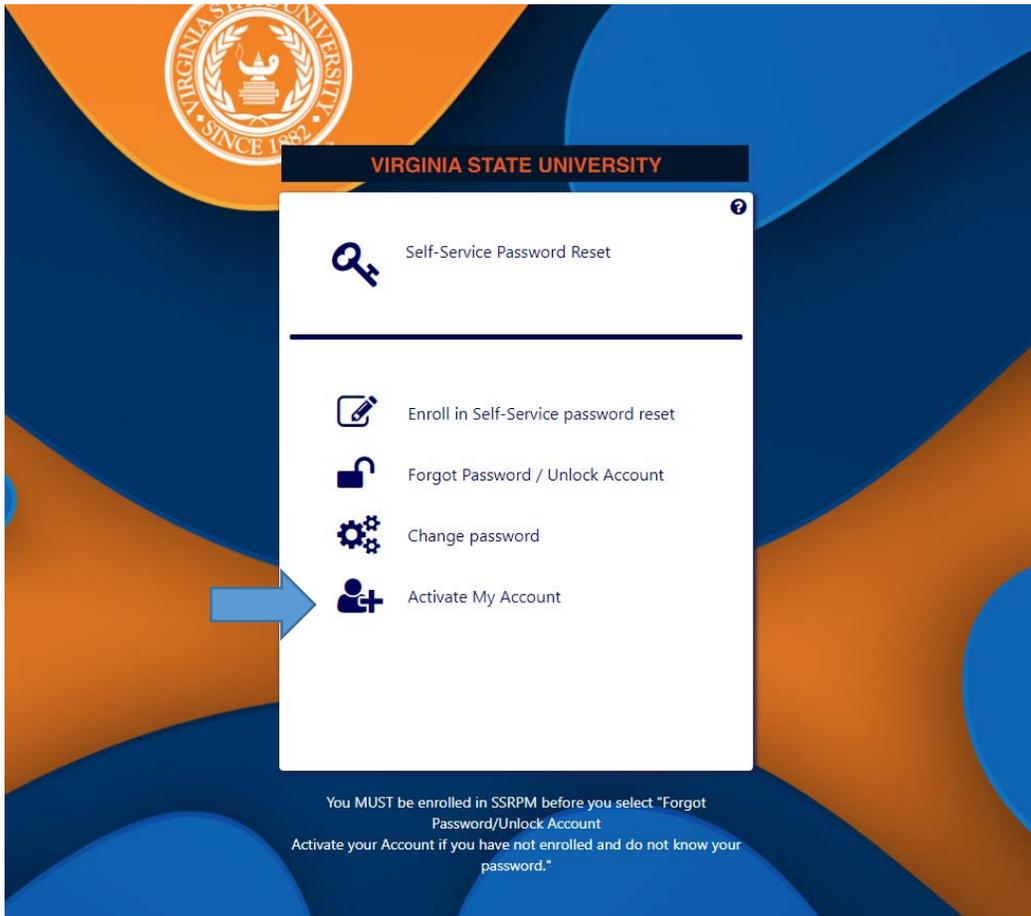
To access Self-Service Password Reset:

- Go to: www.vsu.edu
- Click on “Resources for” at the top right side the page
- Click on “Trojan Link”
- Under “Important Links” Click “Password Reset”

OR

- Go to: <https://reset.vsu.edu>

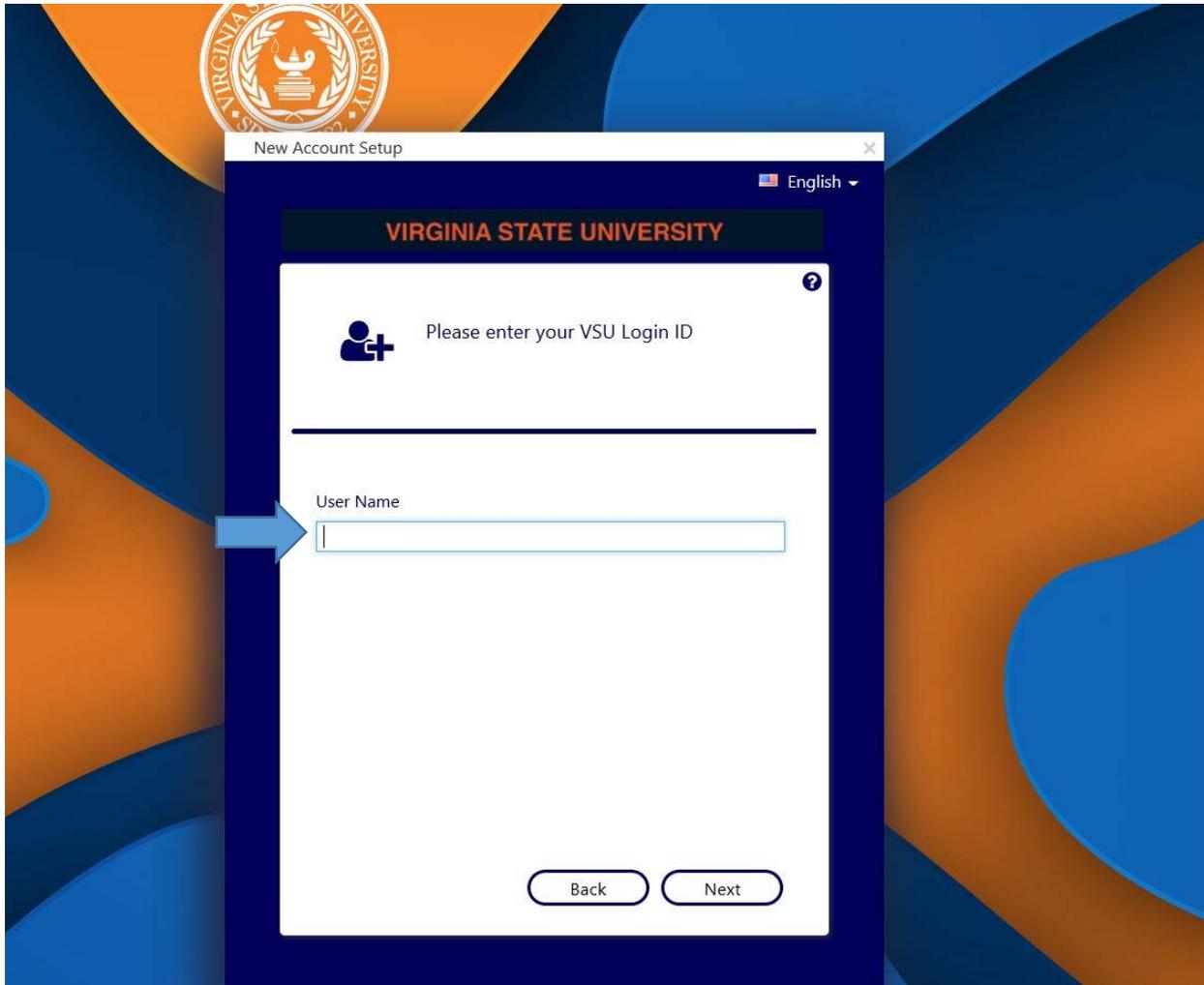
To set up your New “VSU” Account, first click on
“Activate My Account”



In the Space Provided, Insert your User Name

Your User name will be:

- The First Letter of Your **First Name**
- The First Three Letters of your **Last Name**
- The Last Four numbers of your **V Number**



Example:

Name: Trojan Mascot

V Number: V00123456

User Name: Tmas3456

Now it's time to complete some important information for your account creation. You will first type in your VSU Student Email address and V number that has been provided to you.

Remember Your Student E-mail address is The First Letter of Your First Name, The First Three Letters of your Last Name, and The Last Four Numbers of your V Number @ Students.vsu.edu.

Example: Trojan Mascot's student email address is: Tmas3456@students.vsu.edu

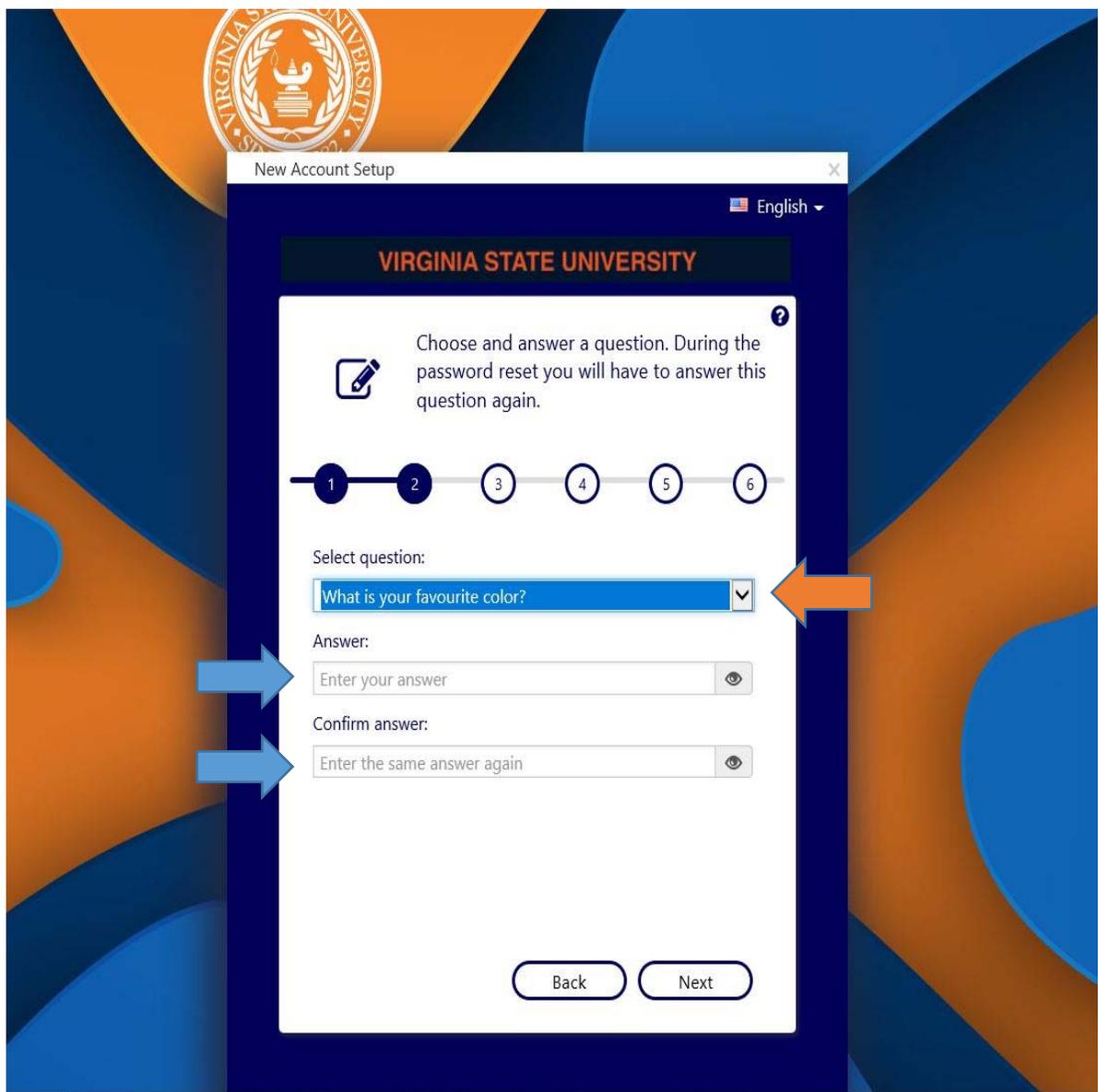
Trojan Mascot V Number is: [V00123456](#)

The screenshot shows a web browser window titled "New Account Setup" for Virginia State University. The page has a dark blue header with the university's name in orange. Below the header, there is a white form area with a dark blue border. The form contains a progress indicator with seven steps, where step 1 is active. The first step is labeled "Your VSU email address:" and has a text input field. The second step is labeled "Your V-Number:" and has a text input field with the placeholder "Enter your V-Number.". At the bottom of the form, there are two buttons: "Back" and "Next".

- Don't Forget, "Students" is Plural in your Email address

Now it's time to set up some security questions to help your recover your account, should you forget your password. Simply answer three different questions. You may use the drop down menu options, to choose the questions that best helps you recover your account.

“Your Answer must be at least 4 Characters Long”

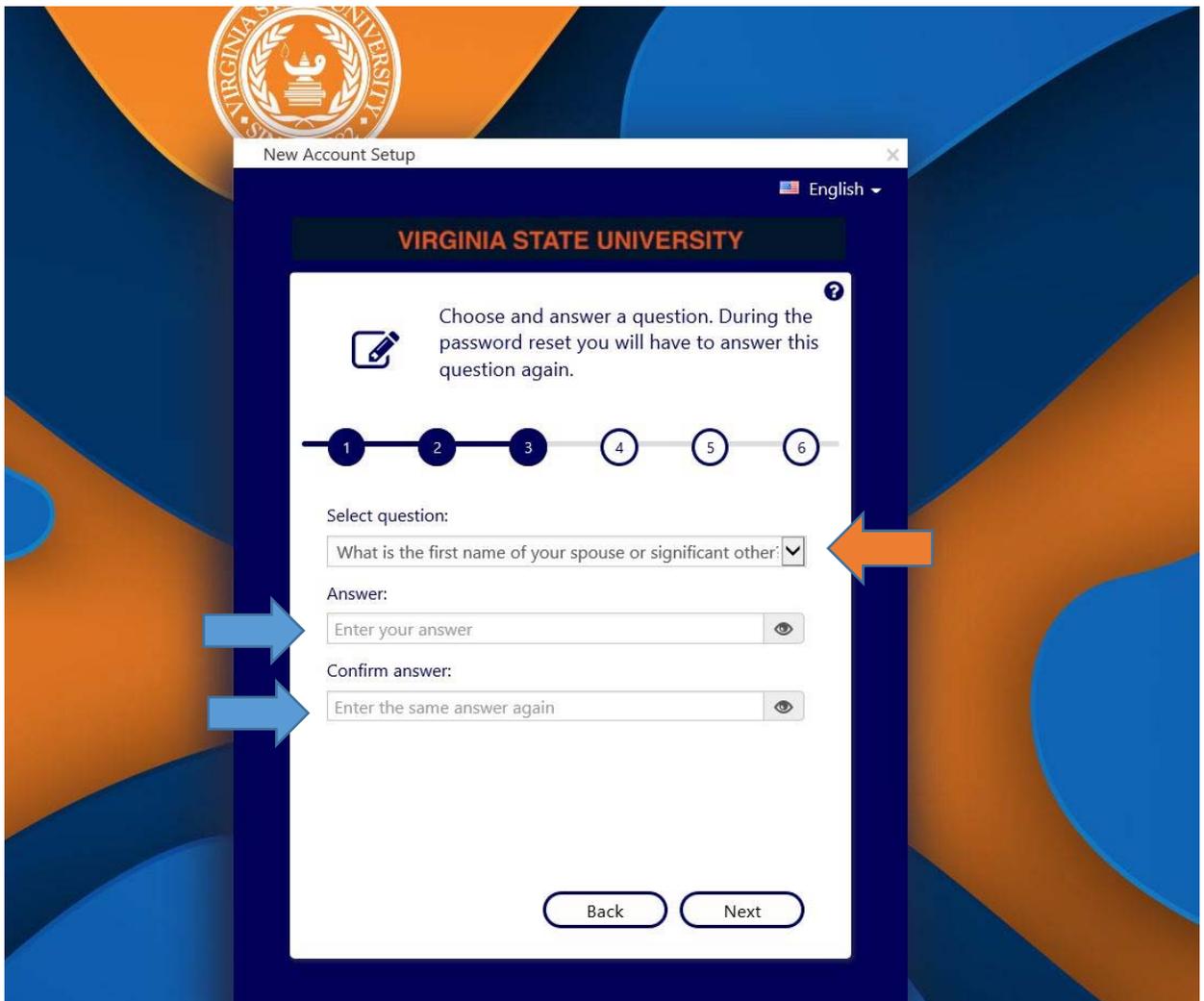


The screenshot shows a web browser window titled "New Account Setup" with a close button (X) in the top right corner. The language is set to "English". The page header features the Virginia State University logo and the text "VIRGINIA STATE UNIVERSITY". The main content area is a white box with a dark blue border. It contains a pencil icon and the instruction: "Choose and answer a question. During the password reset you will have to answer this question again." Below this is a progress indicator with six numbered circles (1-6), where circle 1 is highlighted. The "Select question:" section has a dropdown menu with "What is your favourite color?" selected. An orange arrow points to this dropdown. Below are "Answer:" and "Confirm answer:" fields, both with "Enter your answer" and "Enter the same answer again" placeholders and eye icons. Two blue arrows point to the "Answer:" and "Confirm answer:" fields. At the bottom are "Back" and "Next" buttons.

Next Step

- Now it's time for Question #2
- You may use the drop down, to choose the questions that best helps you recover your account

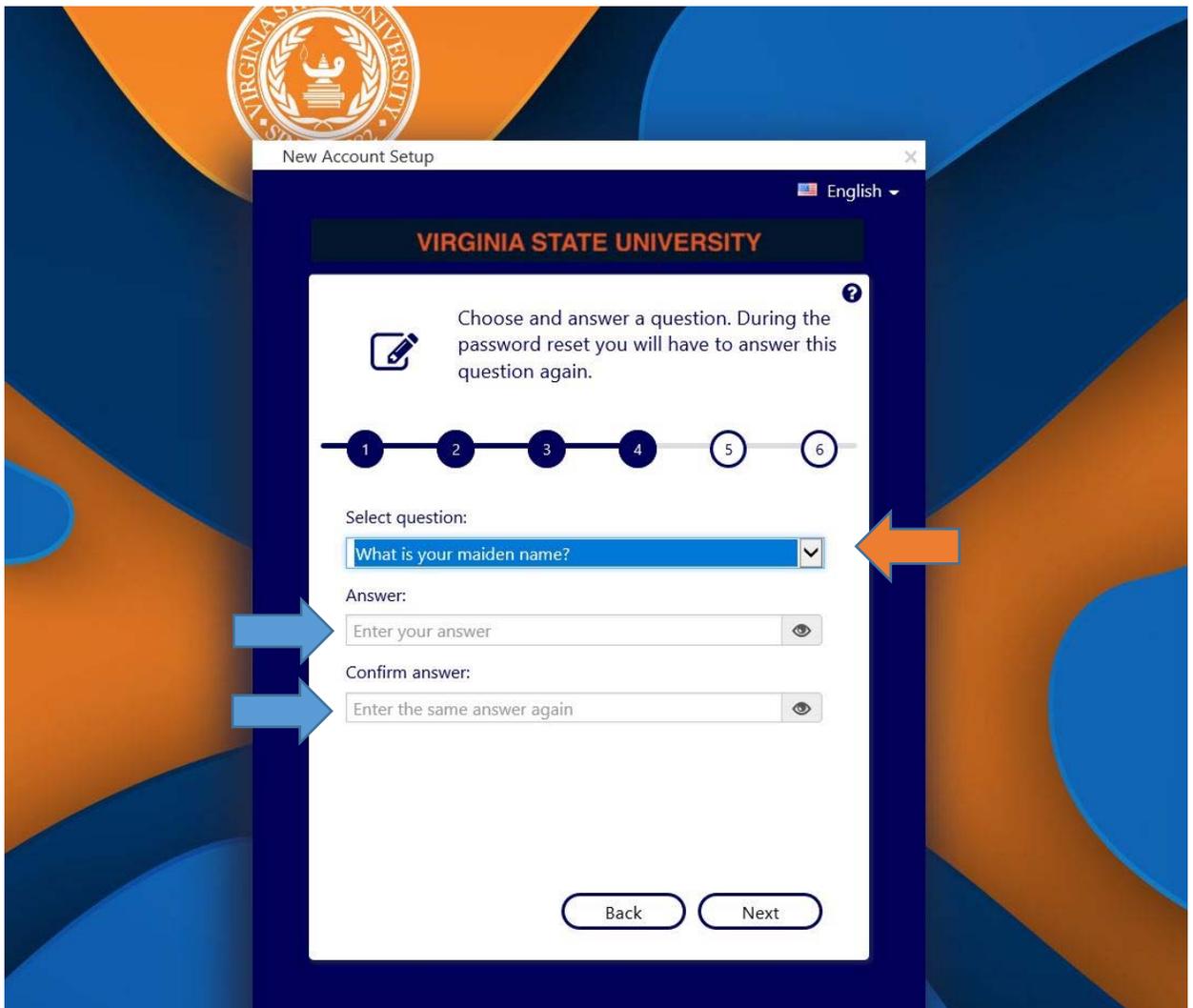
“Your Answer must be at least 4 Characters Long”



The screenshot shows a web browser window titled "New Account Setup" with a close button (X) in the top right corner. The language is set to "English". The page header features the Virginia State University logo and the text "VIRGINIA STATE UNIVERSITY". The main content area is titled "Choose and answer a question. During the password reset you will have to answer this question again." and includes a question icon. A progress indicator shows six steps, with step 2 highlighted. The "Select question:" section has a dropdown menu with the selected option "What is the first name of your spouse or significant other:". Below this are three input fields: "Answer:" with the placeholder "Enter your answer", "Confirm answer:" with the placeholder "Enter the same answer again", and "Back" and "Next" buttons at the bottom. An orange arrow points to the dropdown menu, and two blue arrows point to the "Answer:" and "Confirm answer:" input fields.

Next Step

- Now it's time for Question #3
- You may use the drop down, to choose the questions that best helps you recover your account 
"Your Answer must be at least 4 Characters Long"



New Account Setup

English

VIRGINIA STATE UNIVERSITY

Choose and answer a question. During the password reset you will have to answer this question again.

1 2 3 4 5 6

Select question:

What is your maiden name?

Answer:

Enter your answer

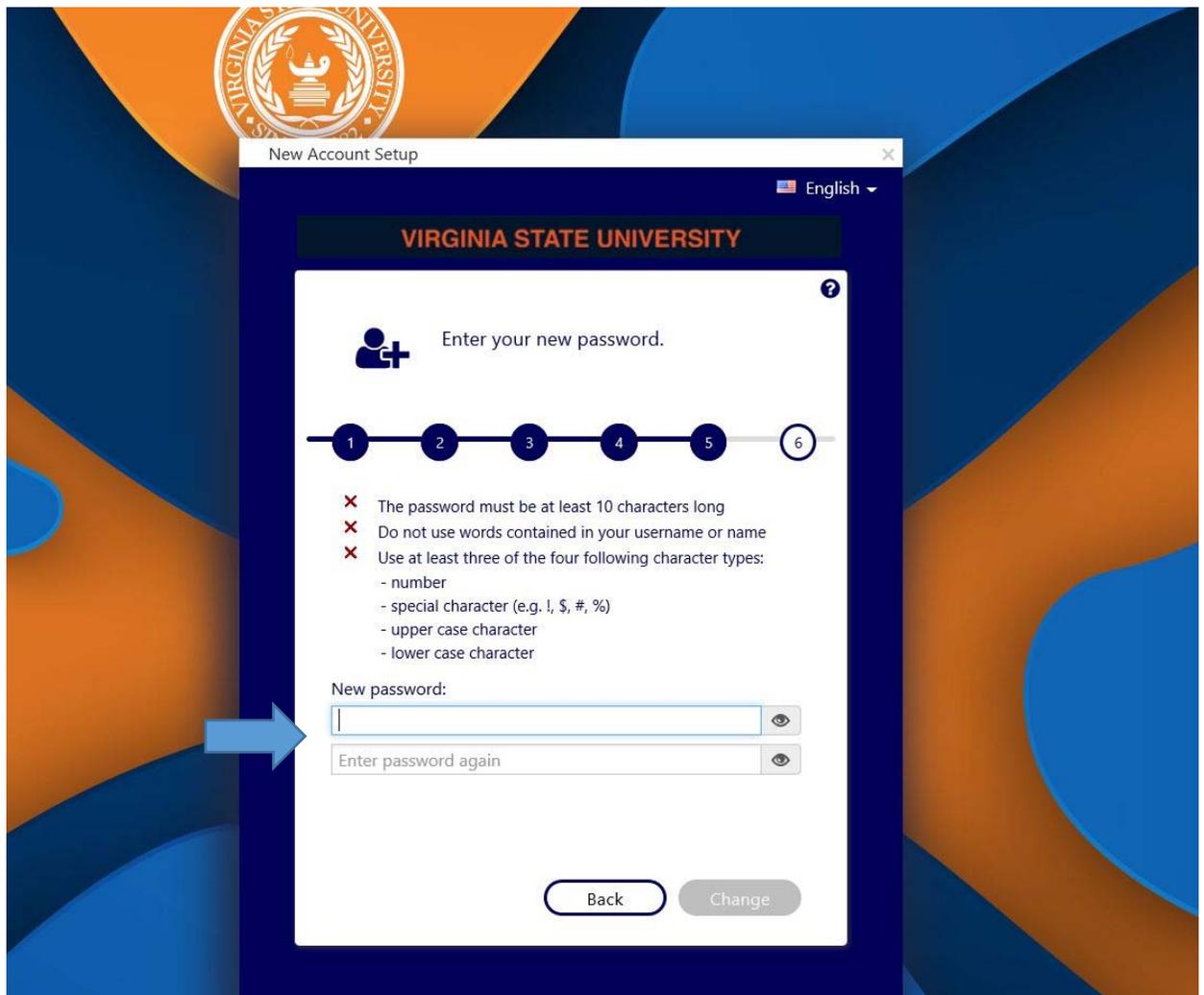
Confirm answer:

Enter the same answer again

Back Next

Next Step

Now It's Time to Choose a Password to Protect your account. Your password must be at least 10 characters long and must have at least a **Number**, **Special Character**, **Upper Case Letter** and a **Lower Case Letter**.



The screenshot shows a web browser window titled "New Account Setup" with a language dropdown set to "English". The page header features the Virginia State University logo and the text "VIRGINIA STATE UNIVERSITY". The main heading is "Enter your new password." with a user icon. A progress bar below the heading shows six steps, with the first step (1) highlighted in blue. The password requirements are listed as follows:

- ✗ The password must be at least 10 characters long
- ✗ Do not use words contained in your username or name
- ✗ Use at least three of the four following character types:
 - number
 - special character (e.g. !, \$, #, %)
 - upper case character
 - lower case character

Below the requirements are two input fields: "New password:" and "Enter password again", each with a toggle eye icon. A blue arrow points to the "New password:" field. At the bottom of the form are "Back" and "Change" buttons.

As a point of reference, your password should not contain any portion of your user name, a family member name, or any password that can be easily guessed.

If you successfully meet the criteria, all check marks will turn green

New Account Setup

English

VIRGINIA STATE UNIVERSITY

Enter your new password.

1 2 3 4 5 6

- ✓ The password must be at least 10 characters long
- ✓ Do not use words contained in your username or name
- ✓ Use at least three of the four following character types:
 - number
 - special character (e.g. !, \$, #, %)
 - upper case character
 - lower case character

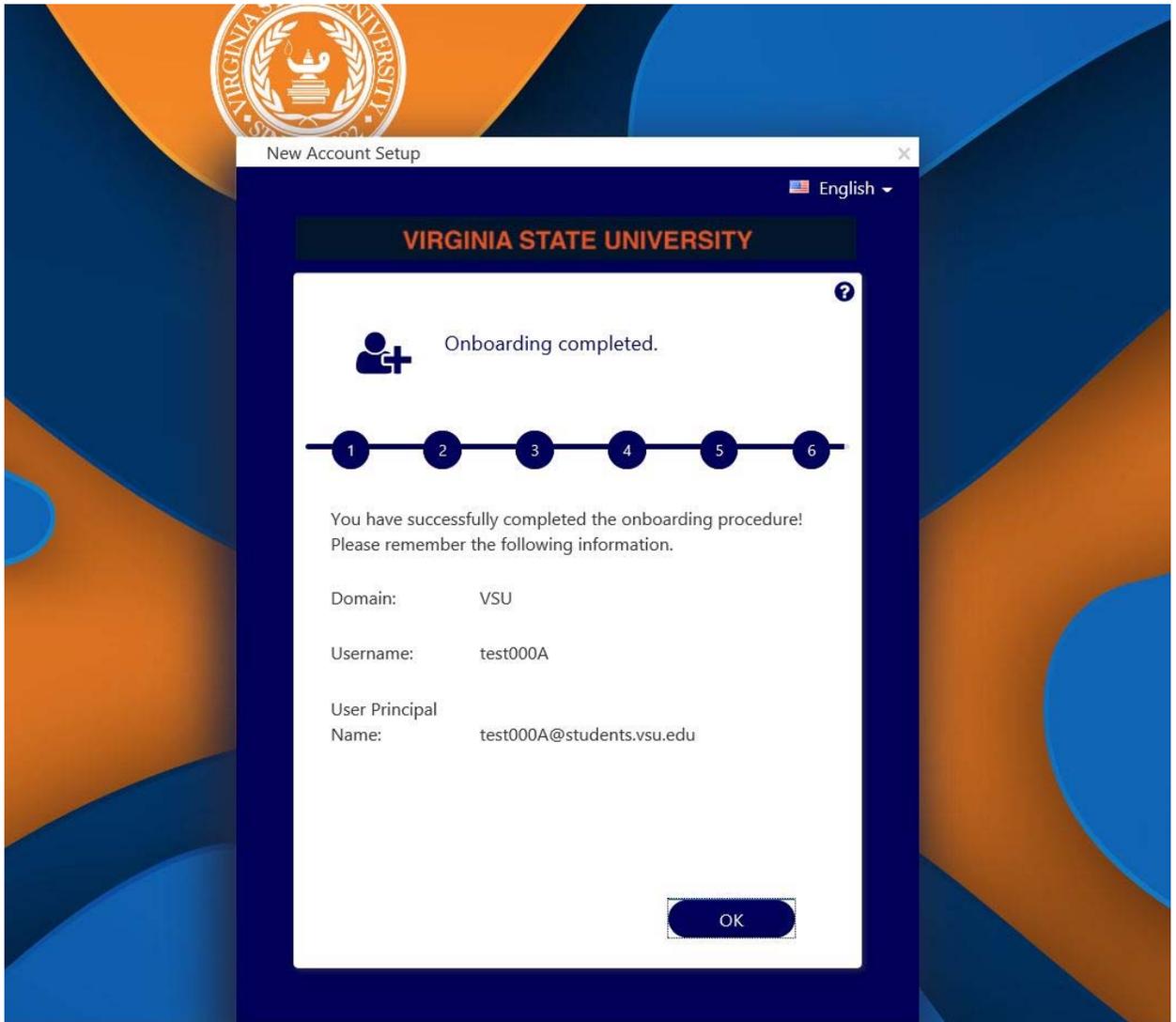
New password:

Back Change

Now Click “Change” to initiate your password change.

CONGRAULATIONS TROJAN

You are now official for
Technology Services



Your account allows you access to a range of services offered by VSU to include Internet Wi-Fi Access (While on Campus), Office Products installs, Access to VSU Computer Lab Systems, Blackboard and Printing*.

Printing is based off of funds added to your account