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:

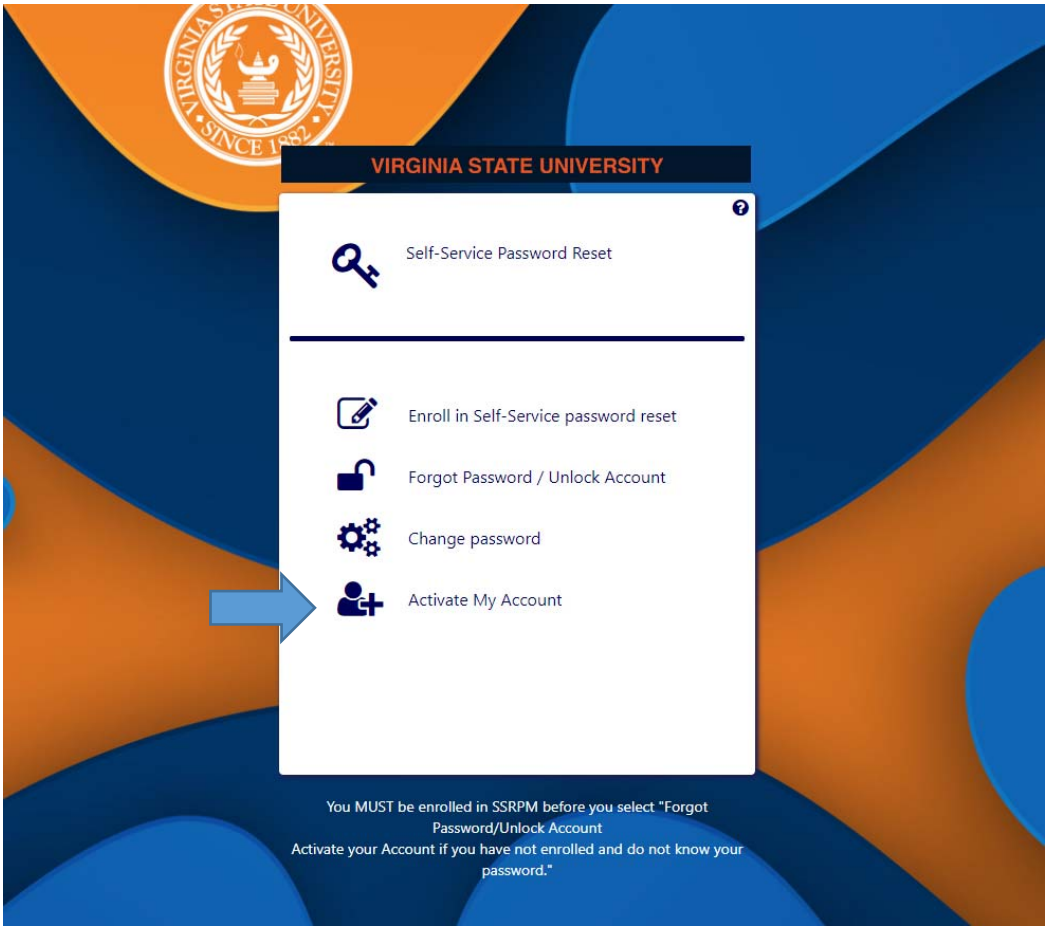
- Go to: www.vsu.edu
- Click on "Resources for" at the top right side the page
- Click on "Trojan Link"
- Under "Important Links" Click "Password Reset"

OR

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

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

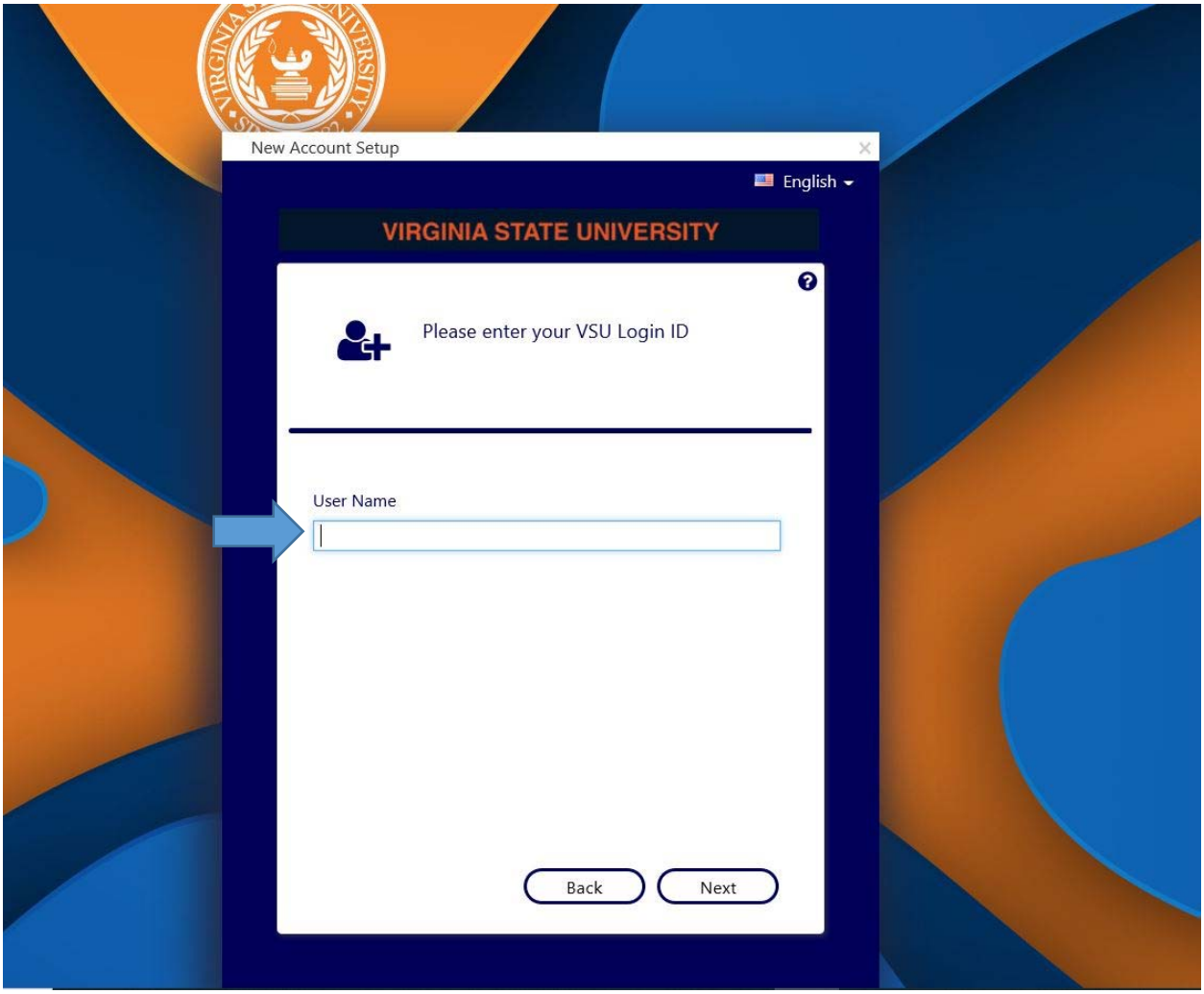
“Activate My Account”



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

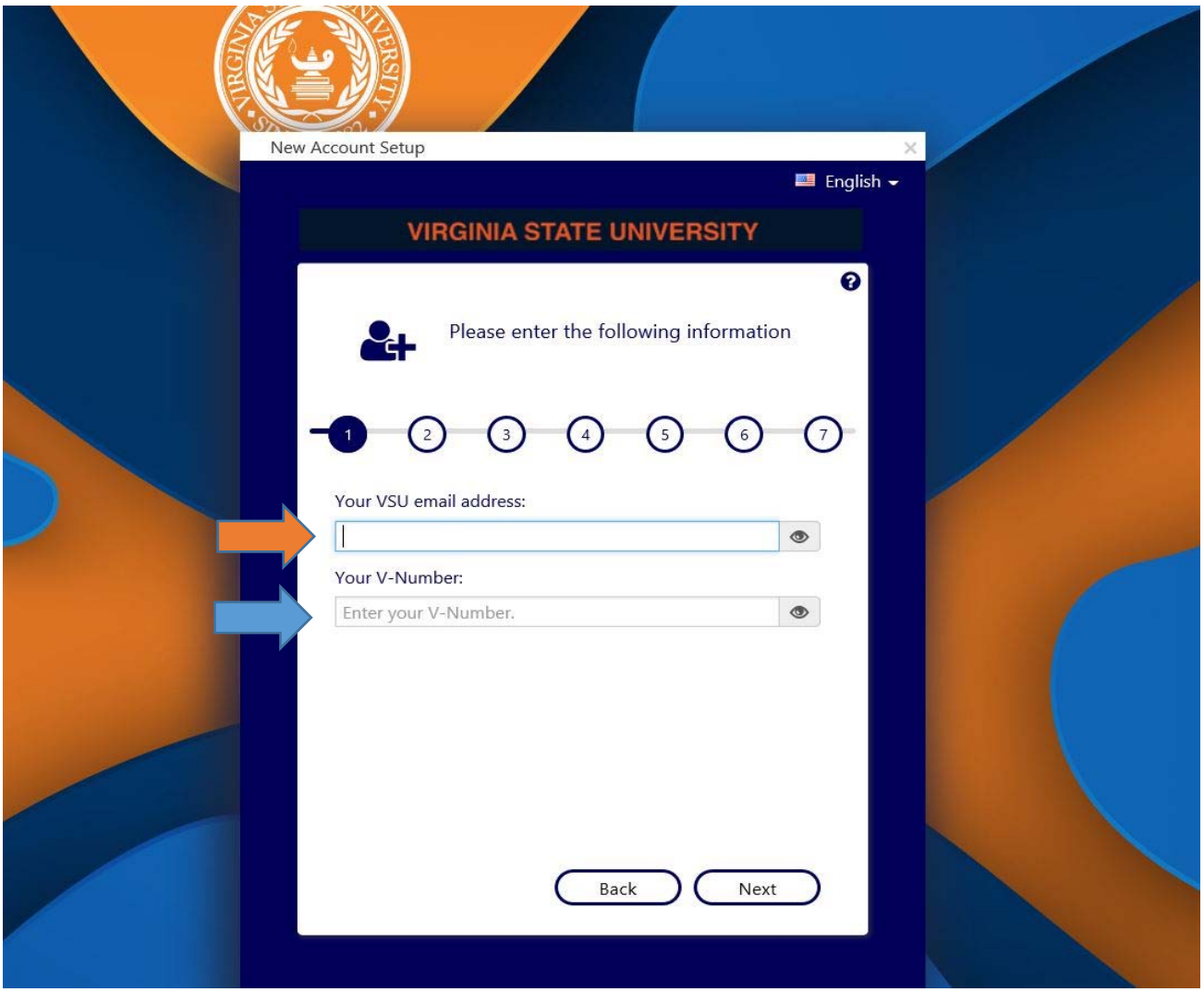
User Name: Tmas3456

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

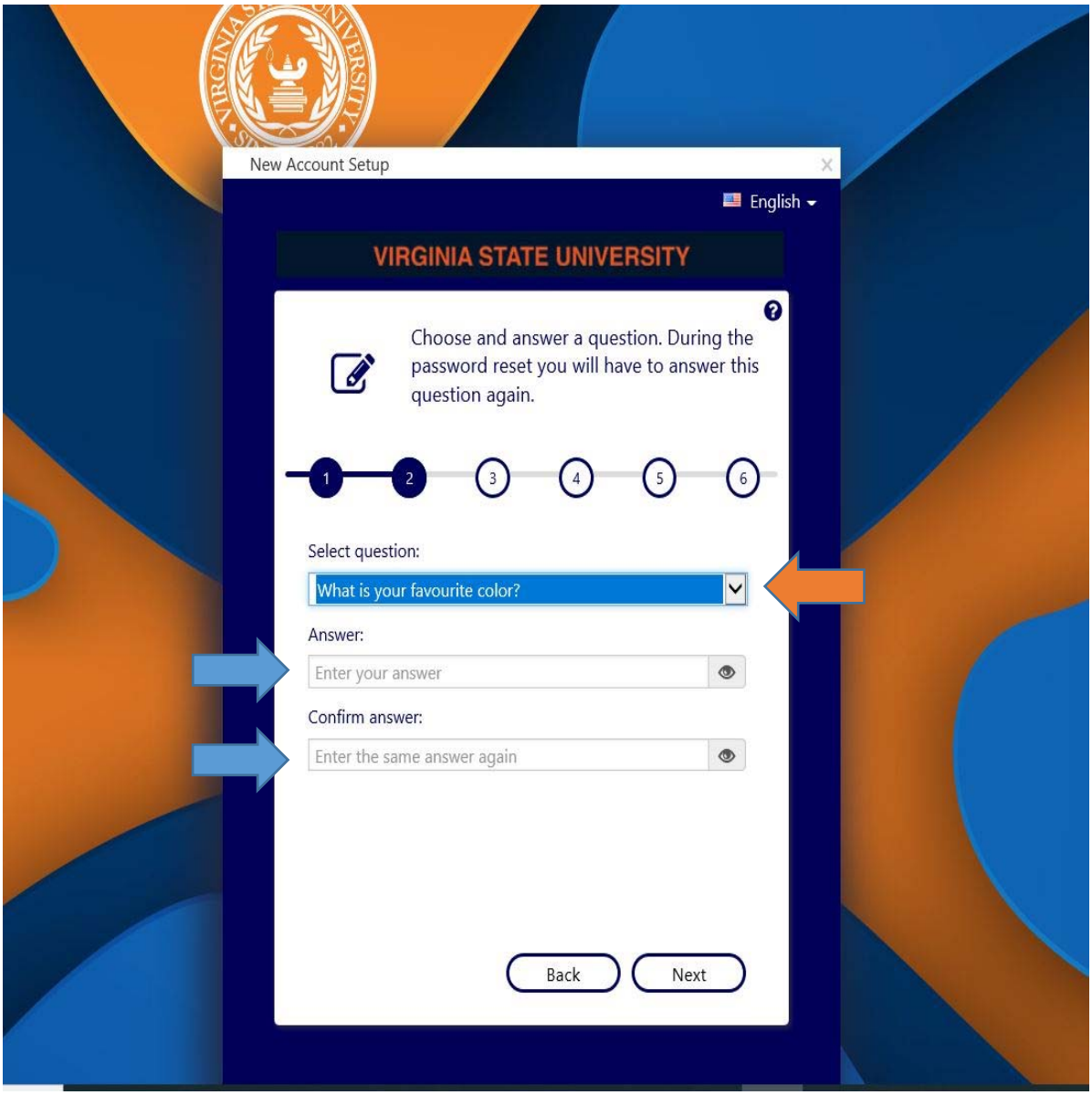
Trojan Mascot V Number is: V00123456



- Don't Forget, "Student**s**" 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.

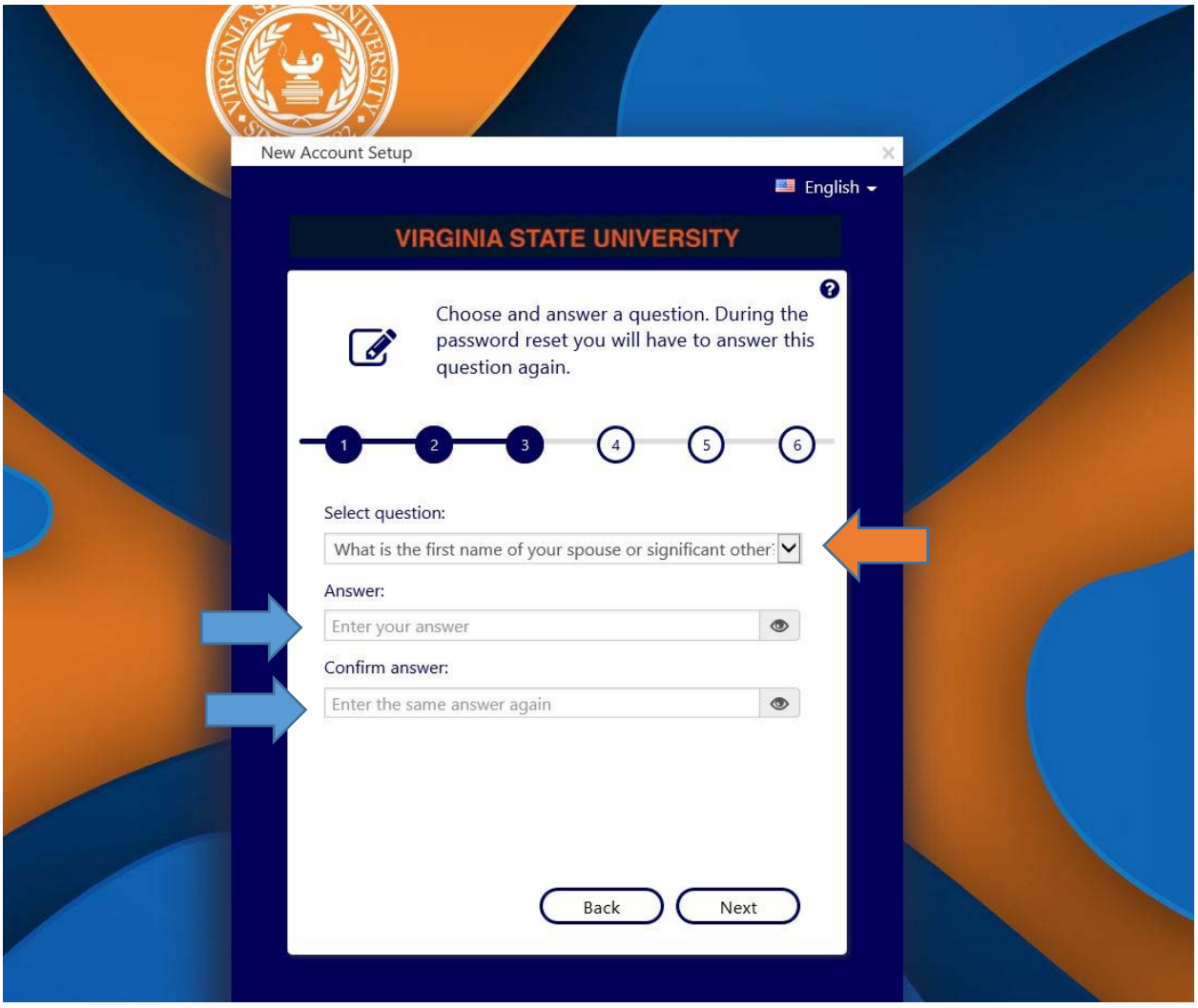
"Your Answer must be at least 4 Characters Long"



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

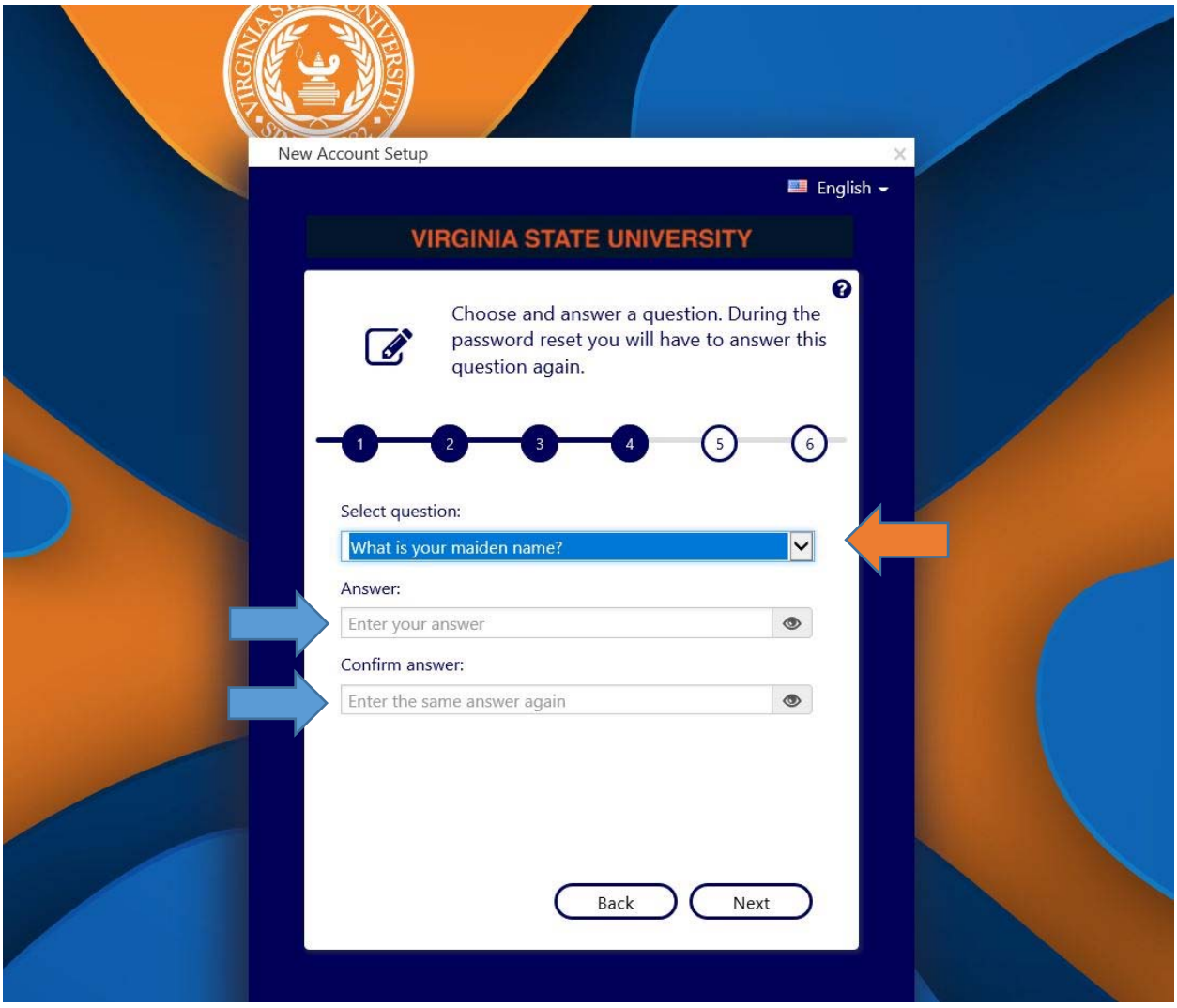
"Your Answer must be at least 4 Characters Long"



Next Step

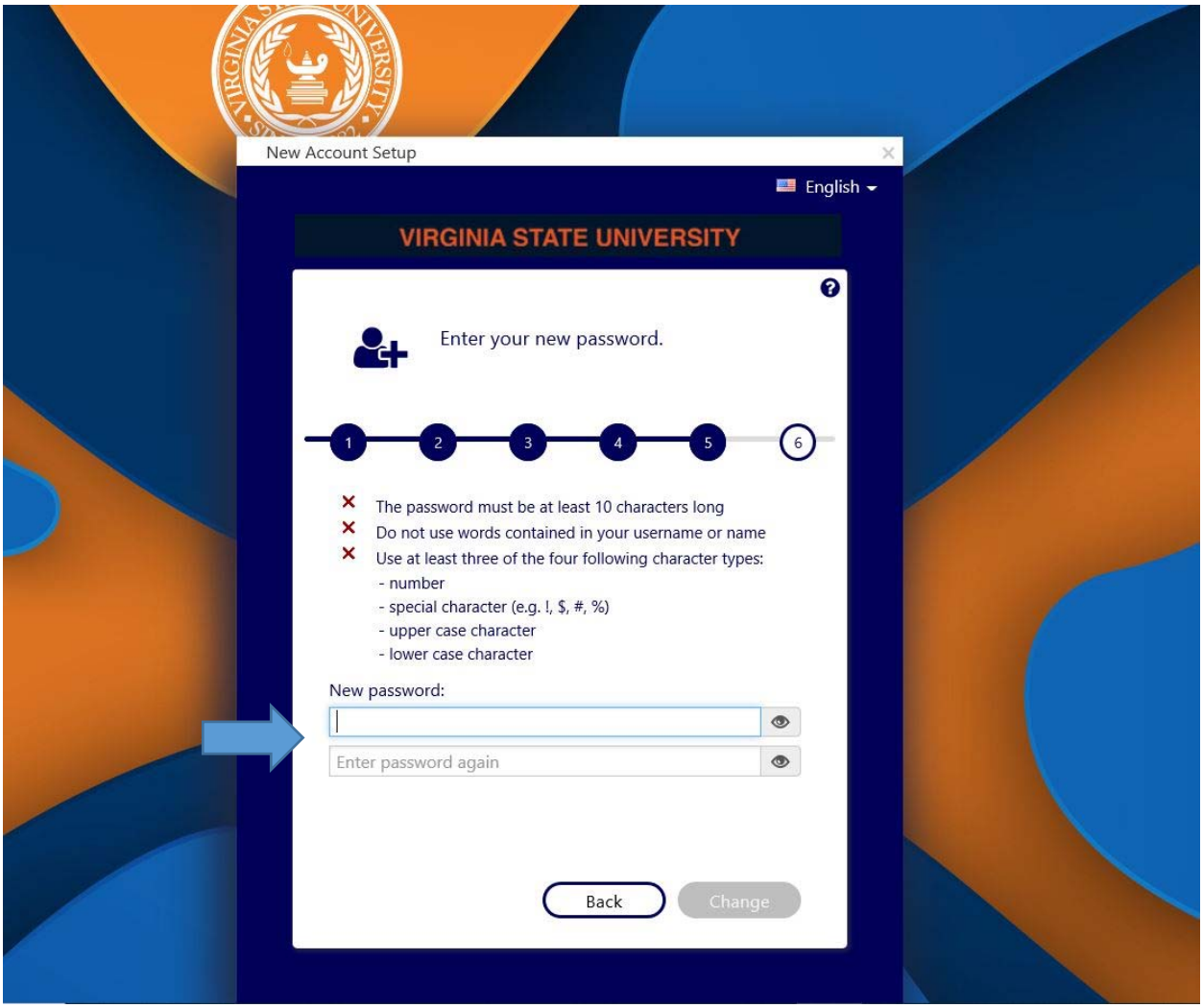
- Now it's time for Question #3
- You may use the drop down, to choose the questions that best helps you recover your account

"Your Answer must be at least 4 Characters Long"

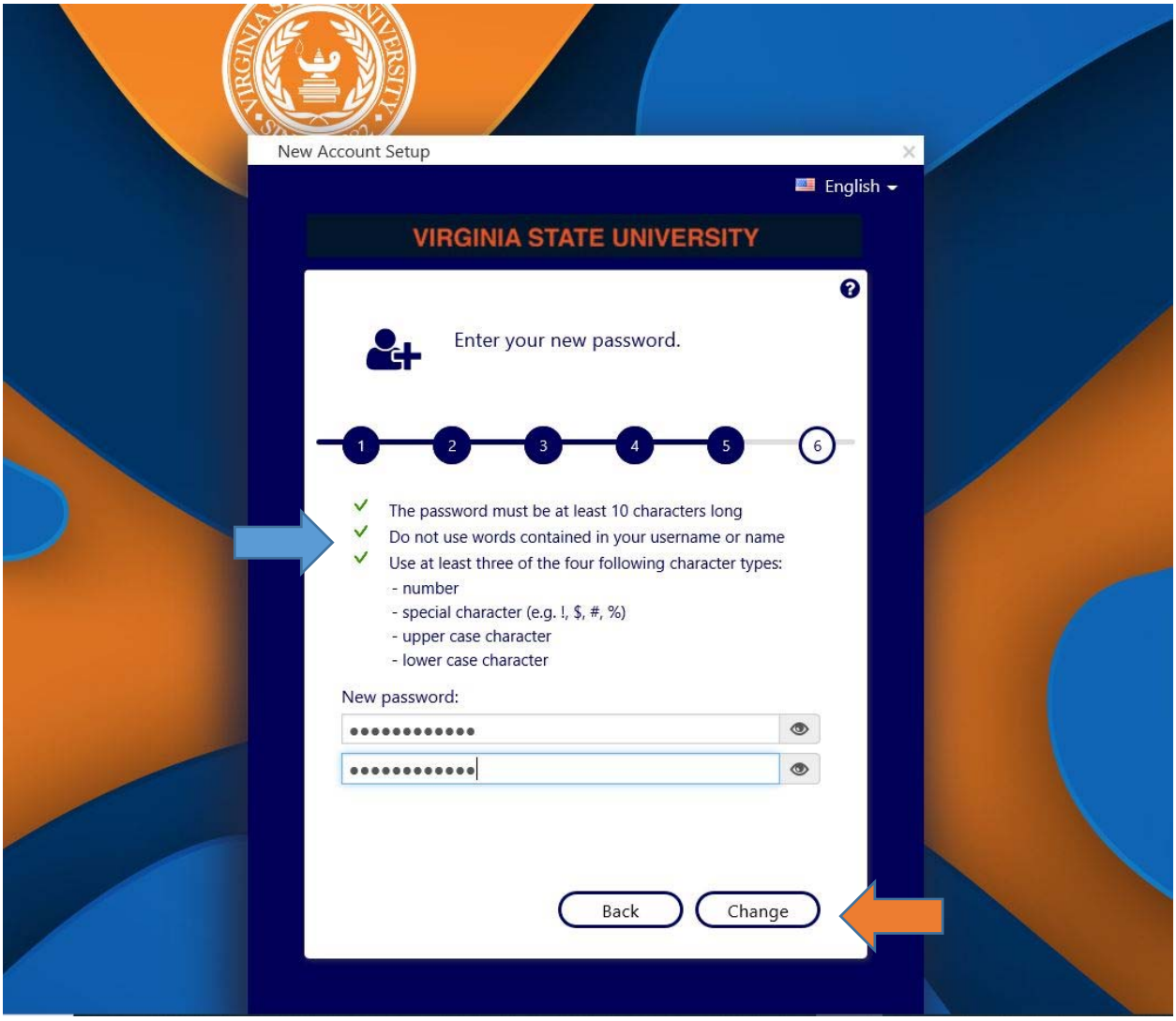


Next Step

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.



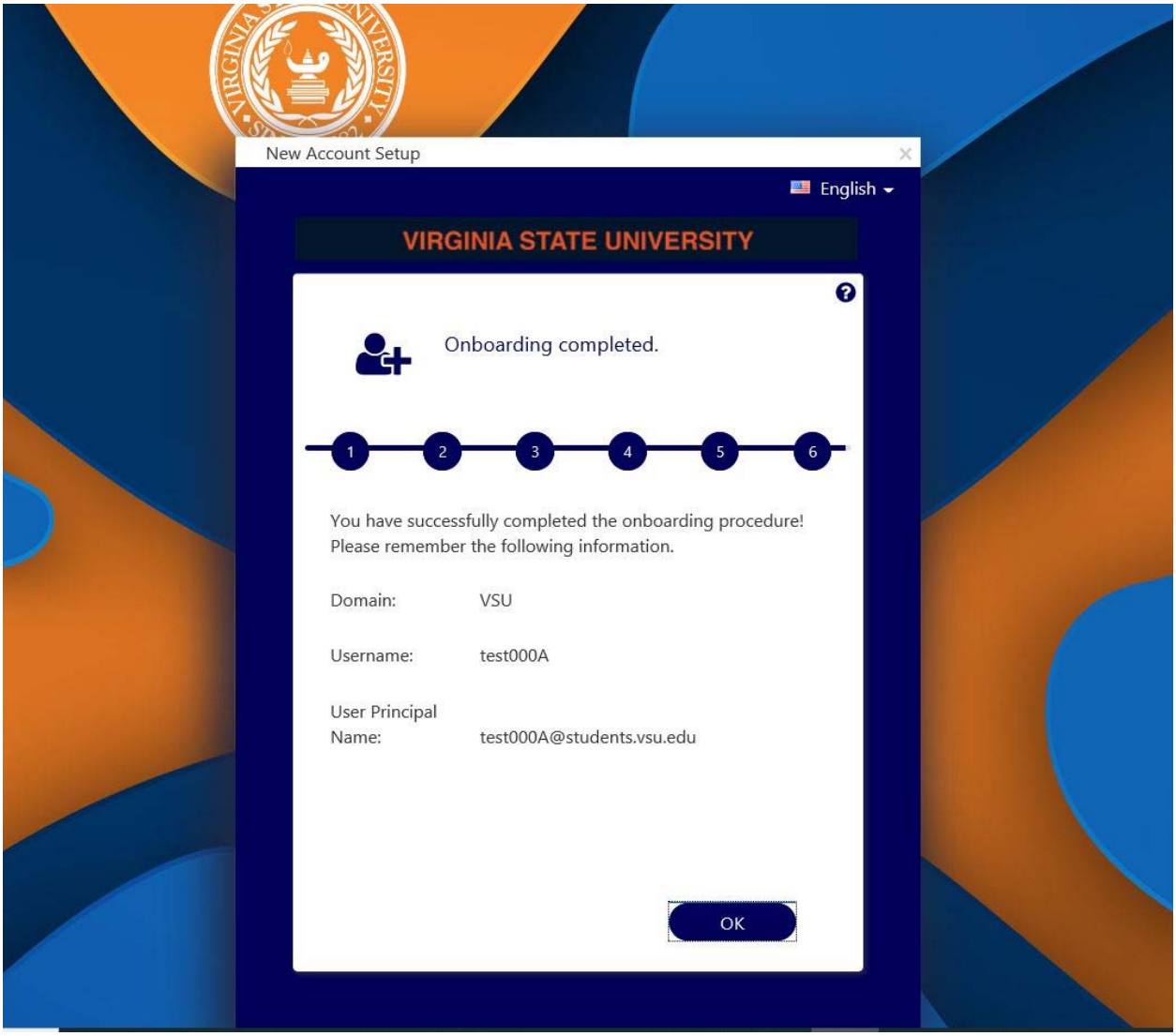
As a point of reference, your password should not contain any portion of your user name, a family member name, or any password that can be easily guessed.
If you successfully meet the criteria, all check marks will turn green



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