

Password Reset Service Enrollment

Enrolling in the Password Reset Service



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Navigate to: http://www.concordia.edu

- Click the "Webmail" link at the top of the page.
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- Under the applicable webmail button, click the "Enroll" link.

- The Helpdesk Password Reset Service allows you to reset your password online, 24 hours a day.
- This is especially helpful after-hours when the Helpdesk is closed.

The only catch is that you have to enroll before you forget your password.



Webmail Accounts	
Student Webmail	Employee Webmail
Student Password Reset	Employee Password Reset
Enroll	Enroll
Reset/Change	Reset/Change



You will be prompted for your Username

This is the same Username and Password you use for Webmail and Blackboard.

This form is a secure web form.

Authentication Requ	ired	- 22
The server passwordreset.ctx.edu:443 requires a username and password.		
User Name: Password:		
	Log In Canc	el

Next you will be taken to the first page of the Password Enrollment Wizard. You can select which language you would like to use.

Select "Next" to continue.

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You will then be asked to select a security question from a list.

To create your own question, select "(Custom Question)."

Type your answer in the box below the question.

Click "Next" when finished.

After creating/answering the first question, you will be asked to create a second question/answer pair.

Click "Next" when finished.

After setting up both questions you will be taken to a confirmation screen.

Double-check your answers.

To see you answers, check the box next to "Show answers."

- If you would like the change your questions or answers you can click the **"Previous"** button.
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If you are satisfied with your questions and answers, click the **"Finish"** button.

Your enrollment is now complete!



You have now answered all the required questions. Click finish to	save the Password Reset Enrollment.
Who was your first employer?	7777777
Show answers	Previous Finish