

Using the MyYSU Portal

Directory Account IDs or usernames, are name based, usually your first initial, middle initial and last name typed in the lowercase with no spaces. Individuals with common last names may have Account IDs that end with a two-digit sequential number, e.g., ppenguin01.

Passwords Guidelines: (1) Passwords must be at least six characters long; (2) Passwords must contain at least one alphabetic and one numeric character; (3) Passwords may only contain letters and numbers (no symbols); (4) Passwords are case-sensitive (if you type an uppercase character, you must continue to type an uppercase character each time you enter your password); (5) Passwords must differ from the previous password by at least three letters; and (6) Passwords may not match your id or name. Users will be locked out for 15 minutes after five failed login attempts.

Logging into MyYSU Portal for the First Time or to Change your Portal password

Go to <http://my.yzu.edu>. If this is your first time logging in, or your password was recently reset, the password must be changed once you log in. **Your initial password has been set to the four digit month and day of your birth (MMDD)**

1. Enter your directory account ID, i.e. username, and initial password

2. Click Login

3. Enter old or initial password

4. Enter your new password – see guidelines above

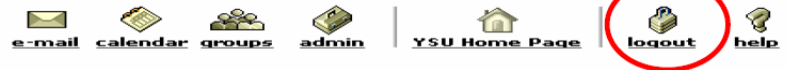
5. Retype your new password

6. Click Save Changes

7. Click Done

Exiting

Exit each application within MyYSU (ex., Calendar, E-mail, etc.,). Click the Logout icon located in the upper-right corner.



Setting up Challenge Questions

In order to be able to reset your password in the future if you forget, you must establish the challenge questions ahead of time.

1. Click Forgotten Password Reset

2. Enter your directory account ID, i.e. username, and password

3. Click Login

4. Type correct responses to each of the Admin-Defined Questions

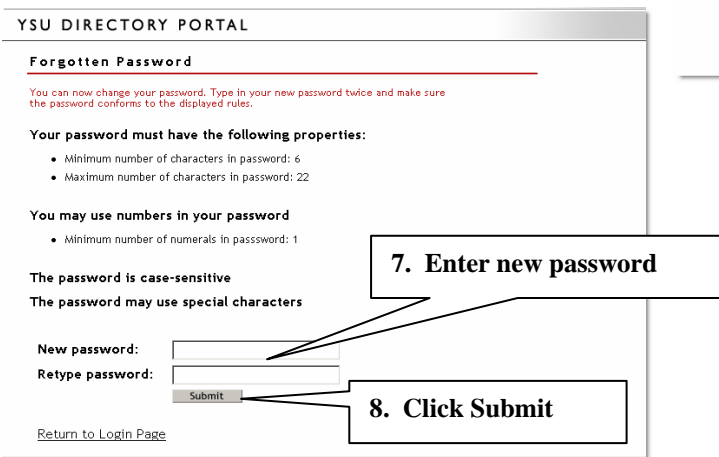
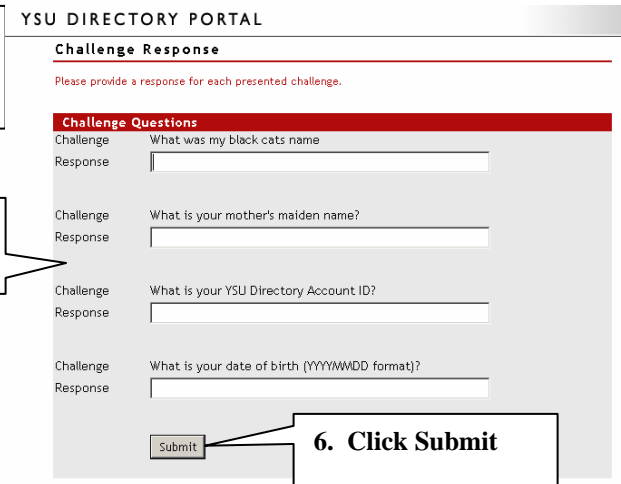
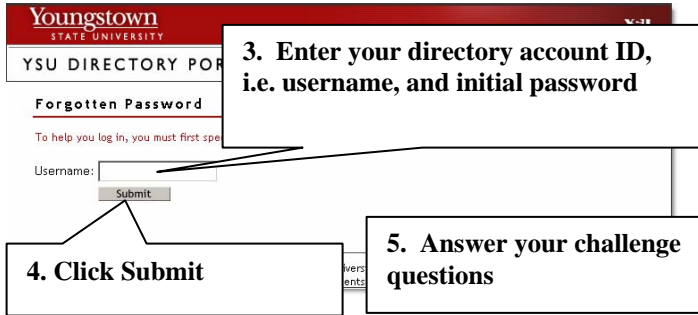
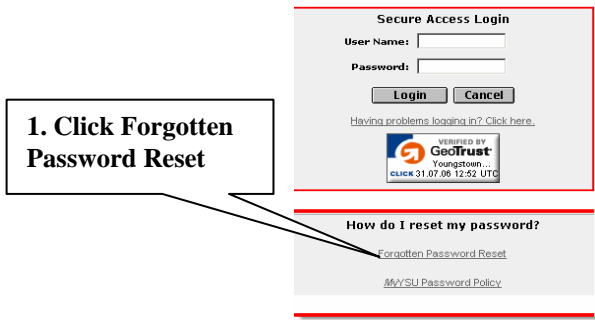
5. Create and answer a personalized challenge question

6. Click Submit

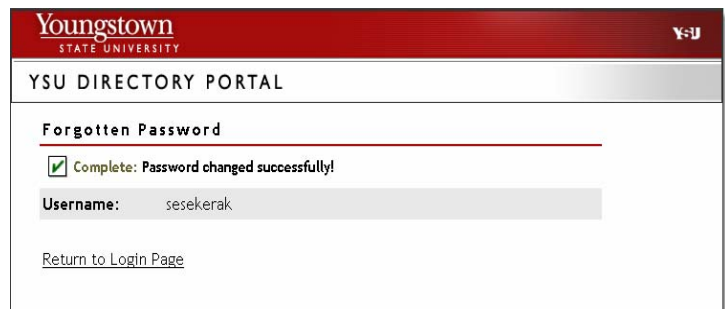
7. Click Logout

Forgot your Password?

To have a password reset, go to <http://my.ysu.edu>.



Once the password is reset, the confirmation screen appears. Close the window, and go back to <http://my.ysu.edu> and log in.



Using the Portal

After successfully logging in, you are placed at the Home Tab of the MyYSU Portal. Instructions on using the MyYSU Portal are available on the MyTab. Help documents, step-by-step instructions as well as streaming video are available for getting started, using e-mail, calendar, and groups. For additional assistance, please phone the Tech Desk at (330) 941-1595, or send e-mail to techdesk@cc.ysu.edu or visit the Tech Desk home page at <http://helpdesk.ysu.edu/>. The Tech Desk office is located on the 4th floor in Maag Library.

