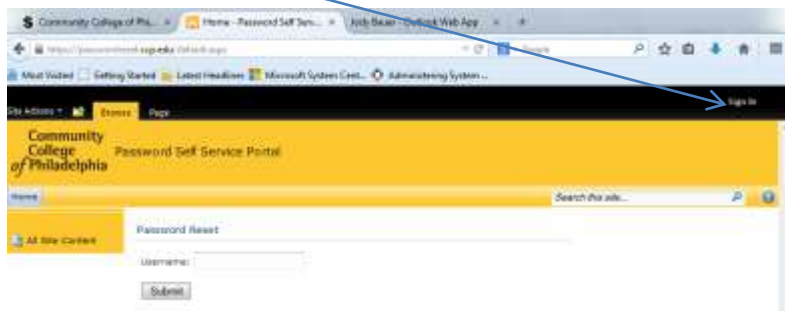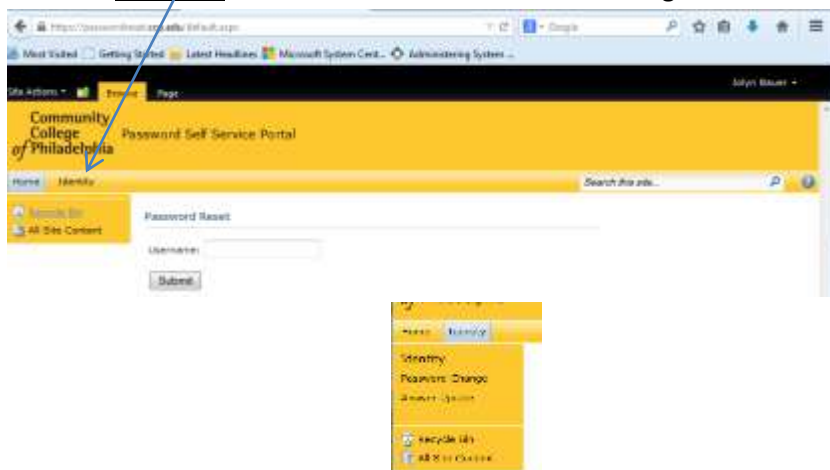# Setting up your Password Reset Security Questions

Ever wish you could reset your own password without asking for help? Follow the directions below and you can use the Password Reset portal in the future to manage your own password.

1. Browser to https://passwordreset.ccp.edu/default.aspx
2. Click the SIGN IN icon in the upper right corner

3. A pop-up dialog box will appear, requesting you to authenticate. Enter your username and password.
   a. If you are on campus, enter your username as you do to perform a Windows or MyCCP login. An example would be jbauer
   b. If you are off campus, enter your username with a prefix of "ad\". An example would be ad\jbauer.
   c. Enter your current password that has not expired.
      i. **NOTE:** if your password has already expired and you can't login then you will need to call x6000 to have your password reset first.
4. Once you have successfully authenticated or logged in to the password reset portal, you may now set or update your security questions for quick password resets without calling x6000.
   a. Note that your name should appear in the upper right corner once you have successfully logged in to the system.
5. Click the IDENTITY menu item located under the CCP logo.

6. A new menu listing will appear.

Setting up your Password Reset Security Questions

7. Click on the "Answer Update" menu item. This will allow you to set or reset your Security Question Responses.

8. My screen reflects that I have setup responses and I can modify these responses.

9. If this is your first time or initial setup of the Security Questions, all will be blank. First thing you need to do is click on each of the little boxes (this will add a small checkmark), this will allow you to enter in your answer.

10. Complete these 3 questions with simple but memorable responses. This is not a test so make sure you respond with answers that you will recall easily.

11. Click on Submit when you have completed filling out all 3 questions, and if done correctly you will get a notification that states Answers successfully updated.

12. Click on your name in the upper right corner and a drop down box will appear, and then click on SIGN OUT. Close the browser window (if it doesn't automatically do it for you).

Setting up your Password Reset Security Questions

To use this feature in the future, click on the Password Reset link on MyCCP.
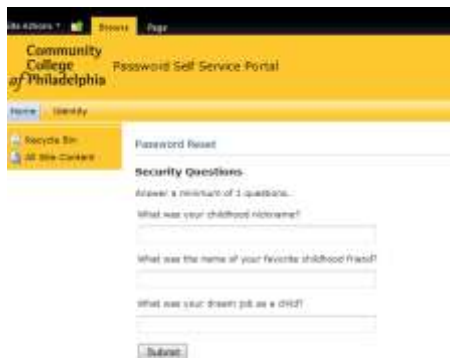
This will take you to the Password Reset Portal. Enter your username and click on SUBMIT.

a. If you are on campus, enter your username as you do to perform a Windows or MyCCP login. An example would be jbauer

b. If you are off campus, enter your username with a prefix of "ad\". An example would be ad\jbauer.

Once you click on SUBMIT, the 3 security questions will appear. Answer 1 of the 3 questions and click on SUBMIT.

If your answer matches the original ones you already entered into the system, the screen will redraw and give you the opportunity to reset your password. The same rules apply to your new password; **minimum of 8 characters, one upper case letter and one number numeric value are required**.

Setting up your Password Reset Security Questions

One you have entered in your new password click on SUBMIT, and you will get a notification stating Password successfully updated.

Once you get that message listed above you now can start using your new password to login with.