Coppin State University
PASSWORD SET-UP/RESET INSTRUCTIONS
Note: Passwords EXPIRE every 120 days.

The *passwords* for accessing your **Network, E-mail, EagleLinks, AND Blackboard** are *synchronized.* This means that after you reset your password through the Identity Self-Service Kiosk, the system will automatically update your Email, EagleLinks and Blackboard password to match your "NEW Network Password." You **do not** have to reset your EagleLinks and Blackboard passwords *separately*.

STEP 1: Log onto www.coppin.edu, Click EagleLinks, Account Manager, Password Reset

a. On the Identity Self-Service Kiosk screen **Enter your Identity User Name** (Example: JDoe00), **Click Submit**
b. Answer the **three questions**, and **Click Submit**:

    a. **ZIP Code** – use the zip code of your home address on file at CSU.
    b. **BIRTHDATE** – you **must** enter the **forward slash**. **Enter"0" before single digits. (Ex: 01/03/1999)**
    c. **EAGLELINKS ID** – this is the **7 digit number** located on your Coppin ID or other forms/letters.

STEP 2: CONFIGURE YOUR (2) SECRET QUESTIONS
1. You **must** type **two (2)** different secret/security questions, type the answers, then confirm answers.
2. Your *answers are case sensitive*. Please write down the answers and keep them in a secured place.

STEP 3: RESET PASSWORD NOTE: Please do not use your FIRST or LAST Name.

1. **Click on the circle next to the "Reset Password" option.**
2. **Type your New Password, Retype** the **New Password again.** then click **Submit.**

Your Password must meet the following requirements:

◘ **8** or **More** *Characters*   ◘ **At least** *1 Lower Case Letter*
◘ **At least** *1 Capital Letter*   ◘ **At least** *1 Number*

Examples: 56789Ten   raVens23   LoveU2much   CSU2006csu   1Summer23   Winter99

If your password reset FAILED, please view the Password Rules box on the bottom right corner to determine the errors. Otherwise, a message appears stating that "Your Password is Successfully Changed".

You **must thoroughly read and follow STEPS 1, 2, and 3 above** to **activate** your Network/EagleLinks/Blackboard accounts. **You will not be allowed to register for future semesters if your account is not active.**

IMPORTANT: Passwords expire every 120 days. You will receive a notification to change your password 14 days *before* it expires, when you log onto your Coppin Email or the computers on campus. The notification *will not* appear on EagleLinks or Blackboard.

REMINDER: Please LOG OFF every time you use the computers on campus. If you do not log off, other students will be able to print from your account and access your personal information.