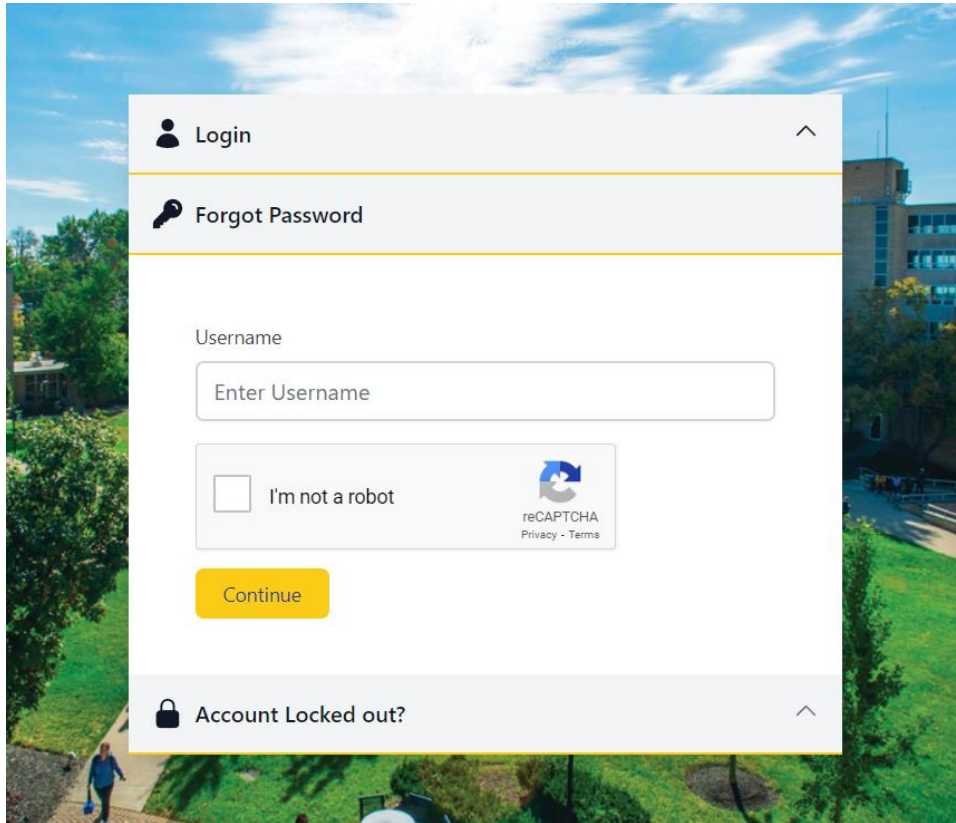


## How to reset your password

### Forgotten Password/Expired Password

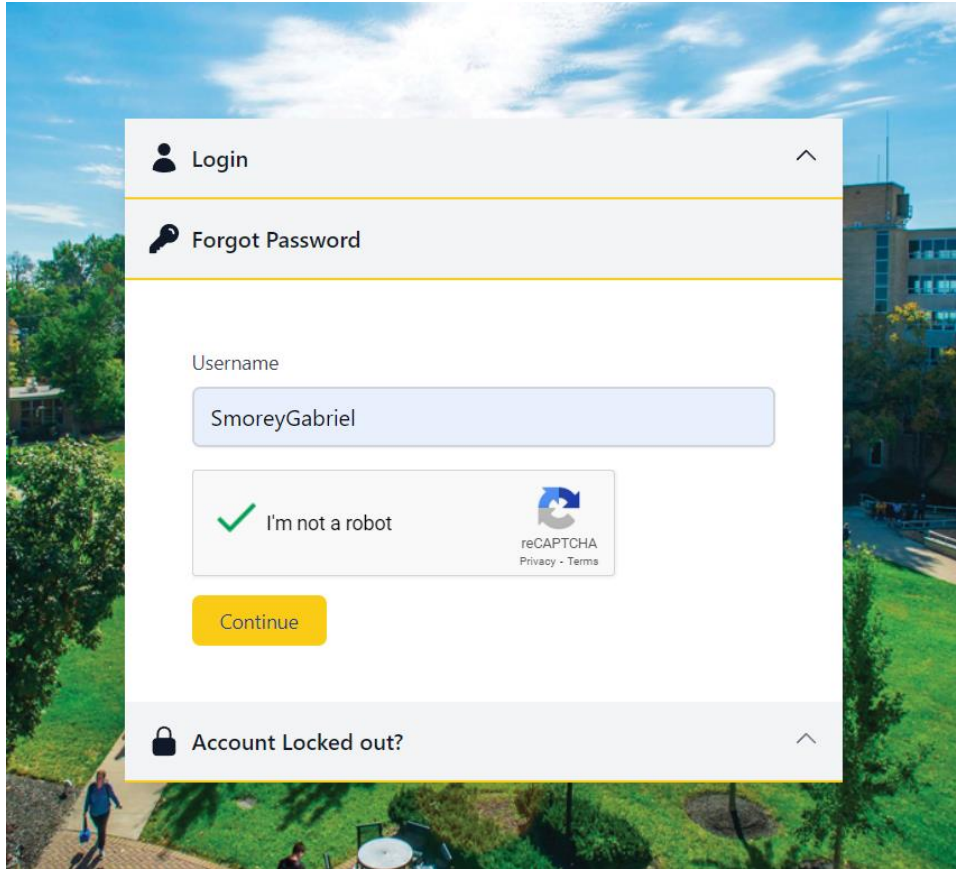
#### Step 1:

Visit <https://sspr.msj.edu/> and click “Forgot Password”

A screenshot of a web application's login interface. The background is a scenic view of a campus with green trees and a blue sky. Overlaid on this is a white login form with a yellow border. At the top of the form, there are two menu items: 'Login' with a person icon and 'Forgot Password' with a key icon. The 'Forgot Password' option is selected. Below the menu is a 'Username' label followed by a text input field containing the placeholder text 'Enter Username'. Underneath the input field is a reCAPTCHA widget with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo. A yellow 'Continue' button is positioned below the reCAPTCHA. At the bottom of the form, there is a link for 'Account Locked out?' with a lock icon.

#### Step 2:

Enter username as LastnameFirstname and click “I’m not a robot”.

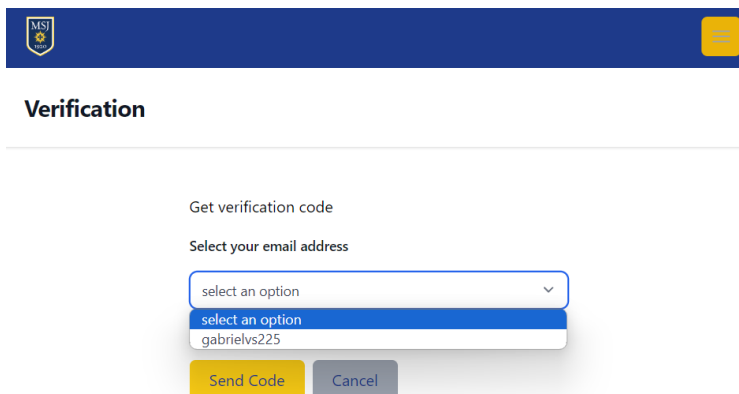


**Step 3:**

Click Continue

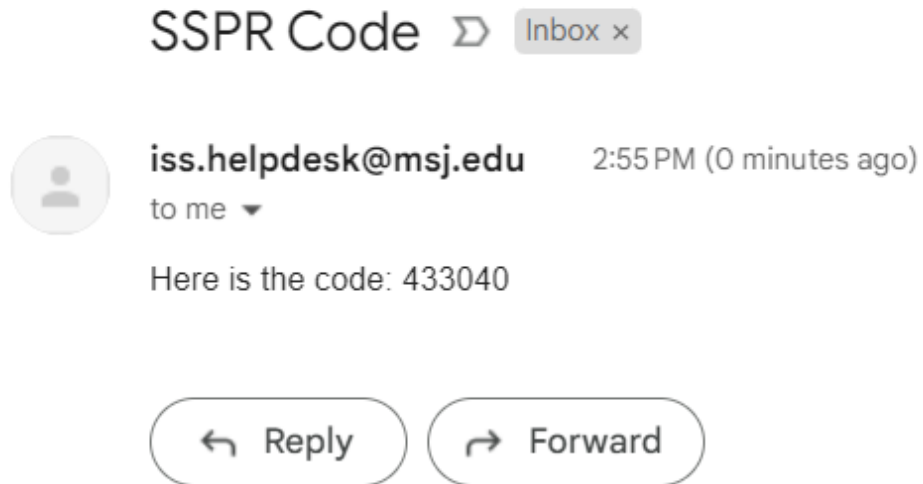
**Step 4:**

Choose your verification email and press "Send Code"



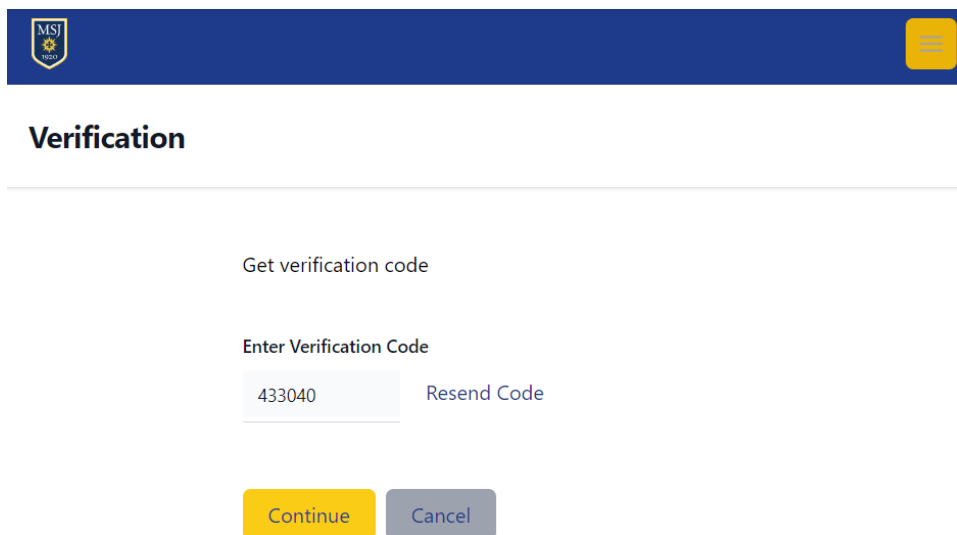
**Step 5:**

Go to personal email and retrieve code



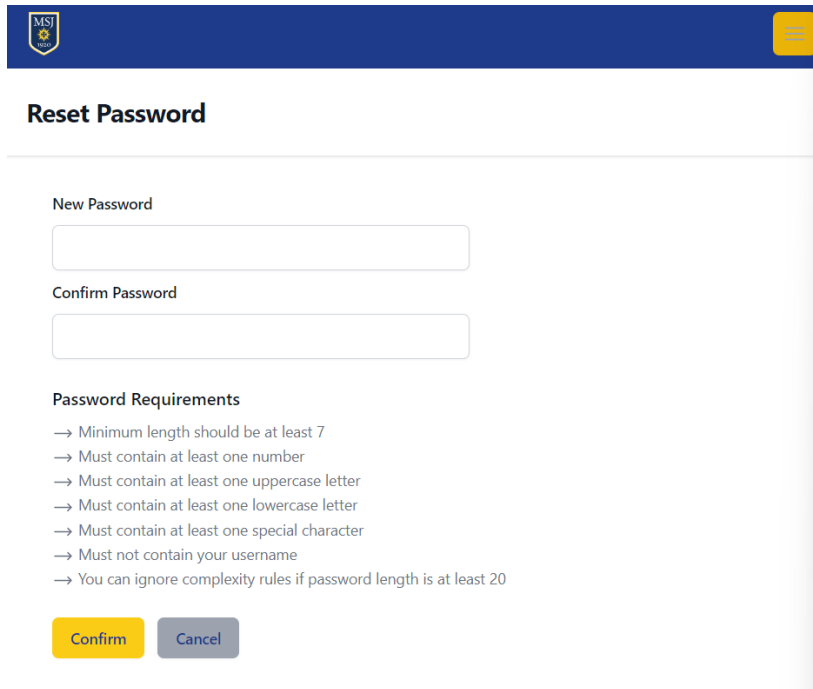
**Step 6:**

Put verification code into the entry and press continue:



## Step 7:

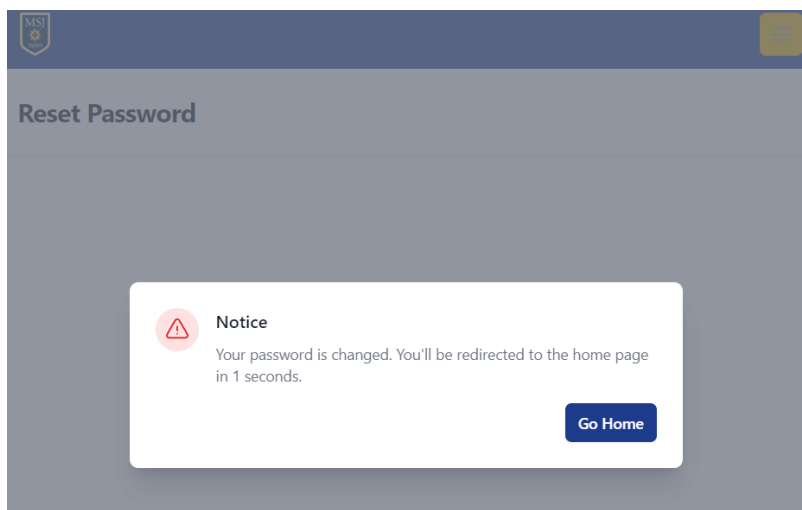
Put in new password, confirm it, and hit “Confirm.” (Make sure to follow the Password Requirements). Make sure password is not a password that you have already used and does not contain your name.



The screenshot shows a web interface for resetting a password. At the top left is the MSI logo, and at the top right is a yellow button with a right-pointing arrow. Below the header is the title "Reset Password". There are two input fields: "New Password" and "Confirm Password". Below these fields is a section titled "Password Requirements" with a list of rules: "→ Minimum length should be at least 7", "→ Must contain at least one number", "→ Must contain at least one uppercase letter", "→ Must contain at least one lowercase letter", "→ Must contain at least one special character", "→ Must not contain your username", and "→ You can ignore complexity rules if password length is at least 20". At the bottom are two buttons: a yellow "Confirm" button and a grey "Cancel" button.

## Done:

If done correctly, your password will have changed and this screen will have popped up

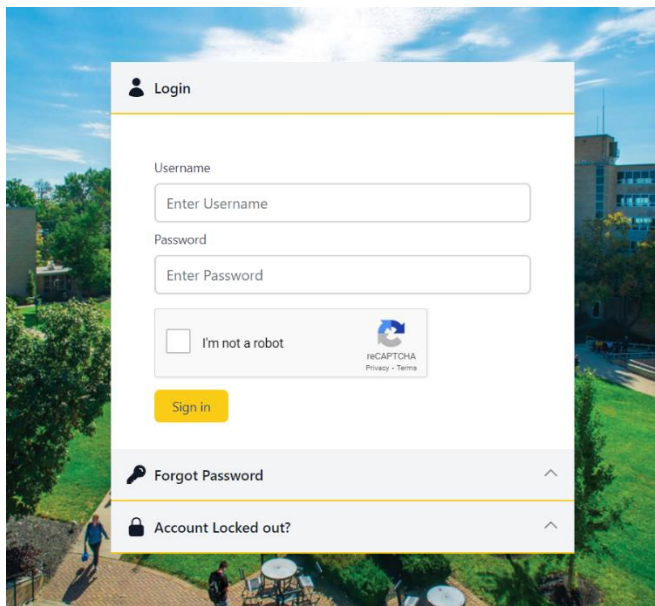


## Password Reset Before it Expires

Follow these steps to login into SSPR to see your dashboard:

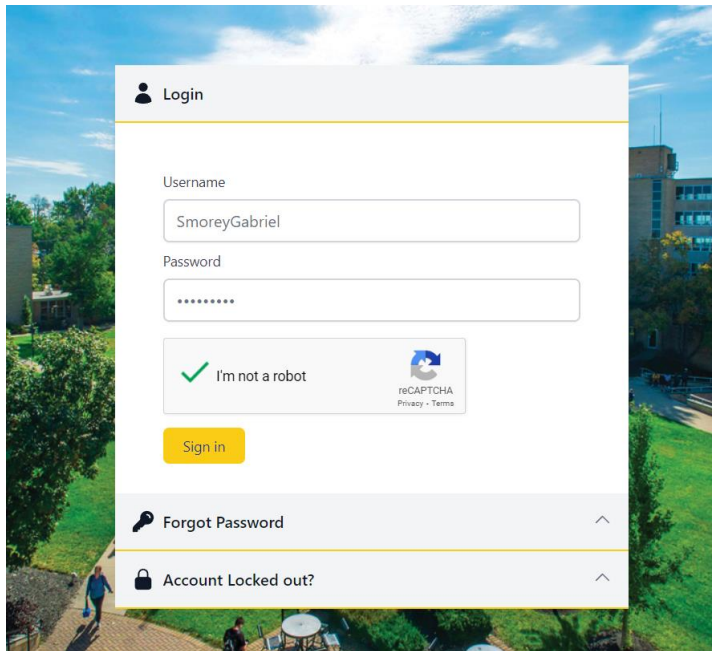
### Step 1:

Visit <https://sspr.msj.edu/> and click “Login”

A screenshot of the SSPR login form overlaid on a background image of a campus. The form is titled "Login" and contains the following elements: a "Username" field with the placeholder text "Enter Username"; a "Password" field with the placeholder text "Enter Password"; a CAPTCHA section with an unchecked checkbox labeled "I'm not a robot" and a "RECAPTCHA" logo with "Privacy - Terms" below it; a yellow "Sign in" button; and two links at the bottom: "Forgot Password" and "Account Locked out?", each with an upward-pointing arrow icon.

### Step 2:

Enter username as LastnameFirstname, your current password, and click “I’m not a robot”.



**Step 3:**

Click "Sign in"

**Step 4:**

Choose your verification email and press "Send Code"



**Verification**

Get verification code

Select your email address

select an option

select an option

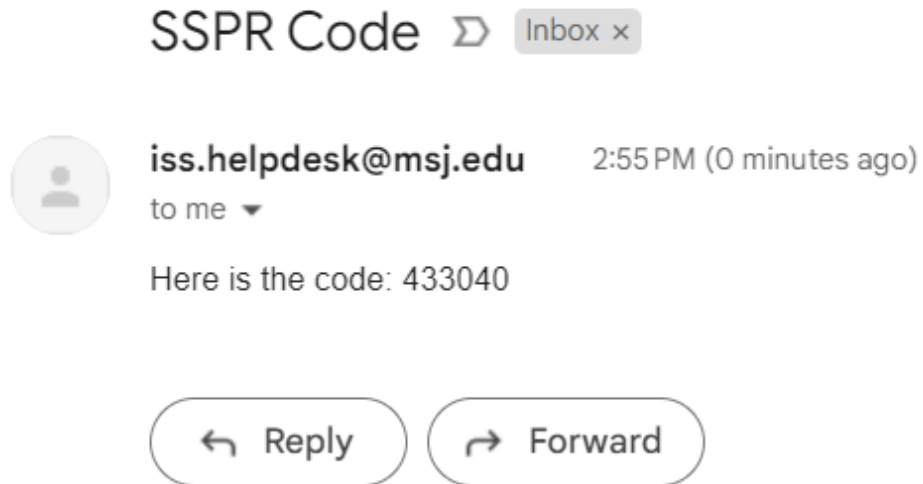
gabrielvs225

Send Code

Cancel

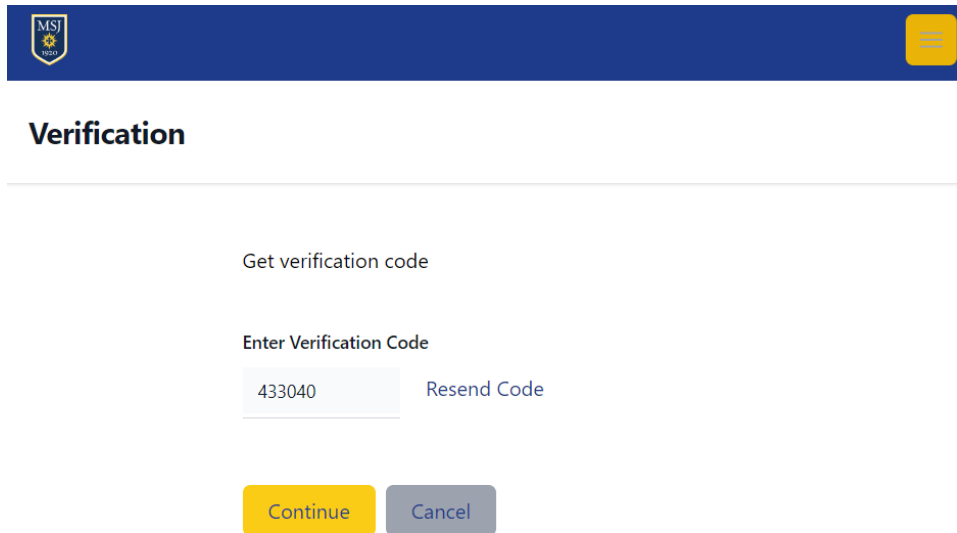
**Step 5:**

Go to personal email and retrieve code



**Step 6:**

Put verification code into the entry and press continue:



It will take you to your dashboard:



## Dashboard

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### Profile information

Smorey, Gabriel



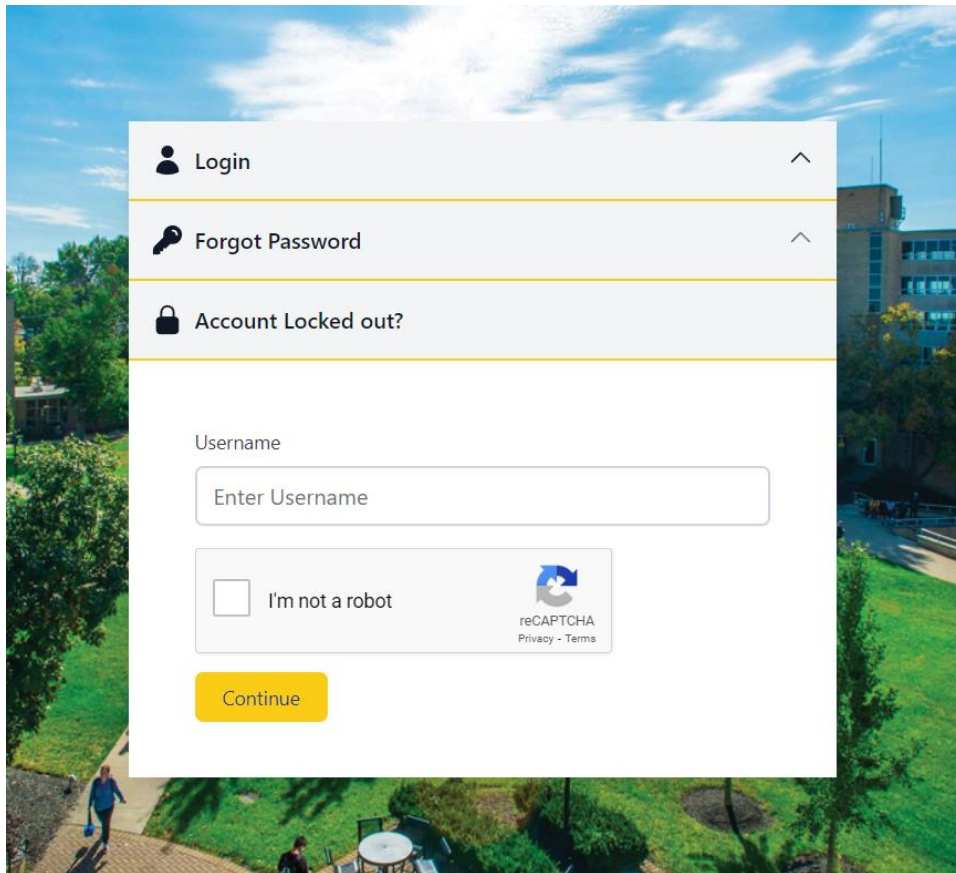


## Account Locked

If your account is locked, follow these steps:

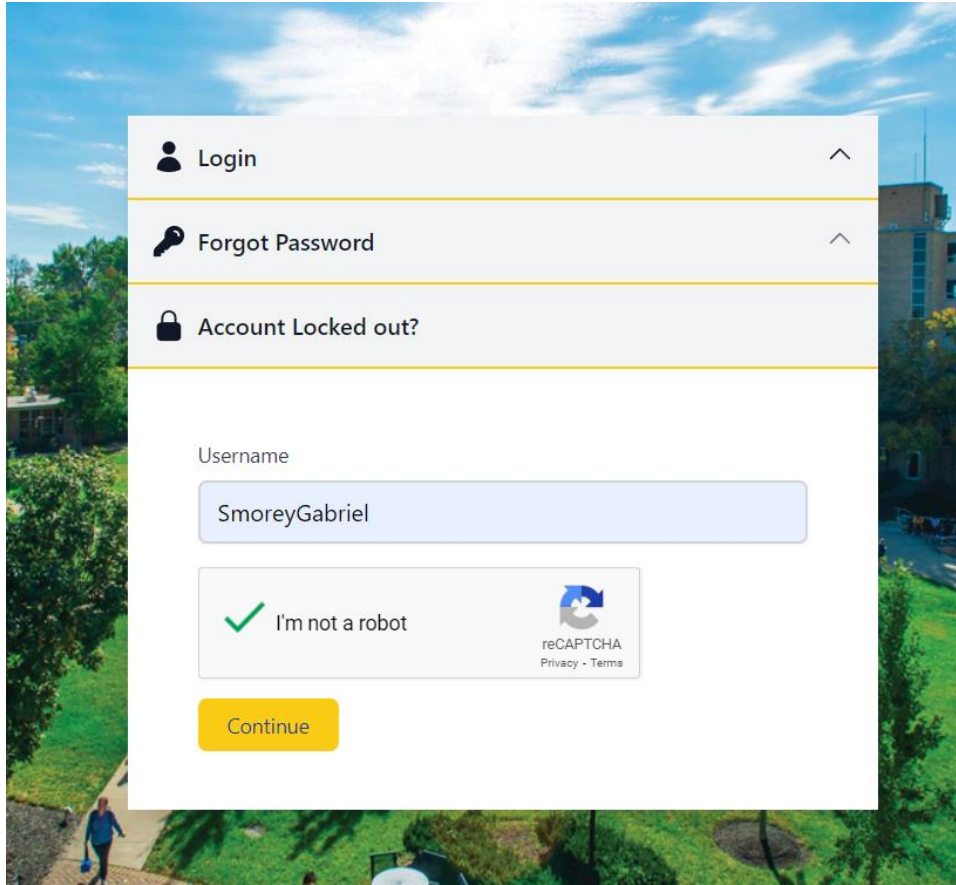
### **Step 1:**

Visit <https://sspr.msj.edu/> and click “Account Locked out?”

A screenshot of a web application interface for account recovery. The background is a scenic view of a campus with green lawns and buildings under a blue sky with clouds. Overlaid on this is a white login form. At the top of the form, there is a navigation menu with three items: 'Login' with a person icon, 'Forgot Password' with a key icon, and 'Account Locked out?' with a padlock icon. Below the menu is a 'Username' label followed by a text input field containing the placeholder text 'Enter Username'. Underneath the input field is a reCAPTCHA widget consisting of a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with the text 'reCAPTCHA Privacy - Terms'. At the bottom of the form is a yellow 'Continue' button.

### **Step 2:**

Enter username as LastnameFirstname and click “I’m not a robot”.



**Step 3:**

Click "Continue"

**Step 4:**

Choose your verification email and press "Send Code"



## Verification

Get verification code

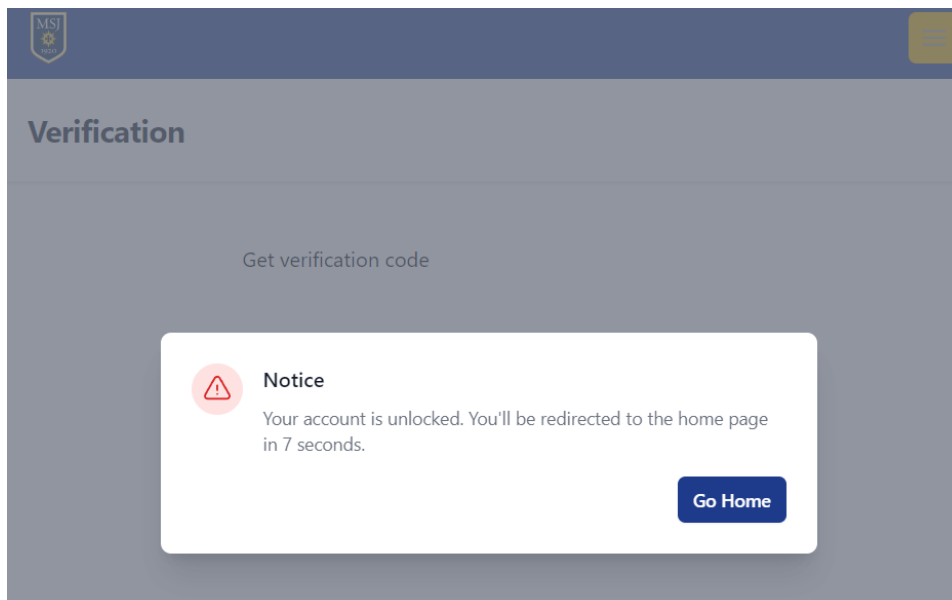
Select your email address

[Send Code](#) [Cancel](#)

### Step 5:

You should have received this message:



### Step 6:

You now need to go through the steps of resetting your password by going through the “Forgot Password” steps