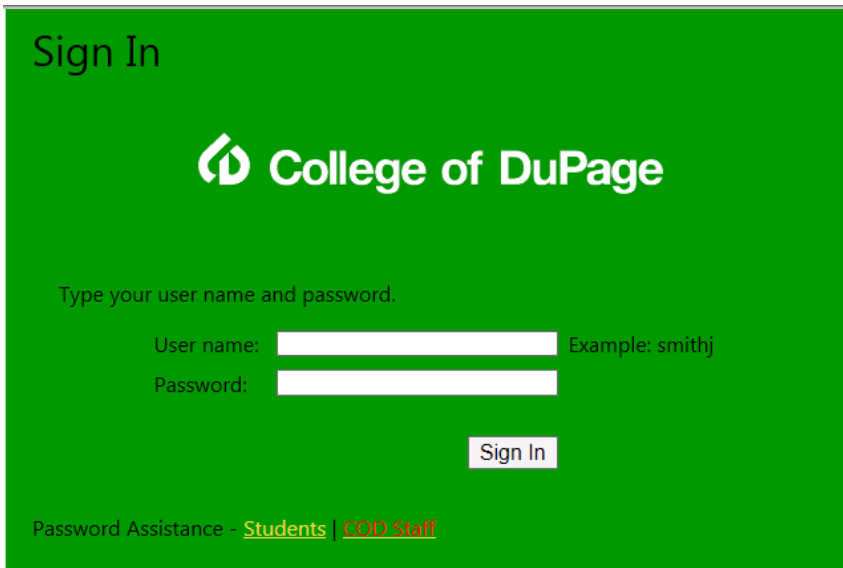



Registering for Self Service Password

1. Open Internet Explorer and navigate to HelpDesk.cod.edu
2. Click on the link for Password Registration.
3. You will be re-directed to the College of DuPage authentication site. Enter your username and password.



Sign In

 College of DuPage

Type your user name and password.

User name: Example: smithj

Password:

Password Assistance - [Students](#) | [COD Staff](#)

4. Once you have successfully authenticated you will be re-directed back to the password registration page.
5. Click **Next** on the page that opens.



Password Registration:

If you ever forget your password, you can reset it yourself without calling your help desk.

Click 'Next' to begin the registration process.

6. The registration portal identifies you by the account you are logged in as. You need to type in your network password to confirm your identity. Enter your **Password** and click **Next**.



Password Registration: Your Current Password

Enter your current password below, then click 'Next'.
(logged in as: CDNET-AD\TSTUSER01)

Password:

- The "Register Your Answers" page requires you to enter at least **6** questions to answer. Each question must contain at least **4** characters, and no two answers may be the **same**. Click **Next** once you have entered in your answers.



Password Registration: Register Your Answers

You must answer at least **6** questions to register.

Each answer must contain at least four characters, and no two answers may be the same.

What was your favorite place to visit as a child?

What is the name of your favorite actor?

What was/is your grandfather's (on your mother's side) first name?

What is the name of your favorite musician?

8. This page will be displayed once your answers have been registered securely into the system. If you ever desire to change your answers for your questions you may follow the steps in this guide again.



Completed: You are now registered



If you ever need to reset your password:

1. Go to the reset password portal
2. Verify your identity
3. Choose your new password

9. You have now successfully registered for the self-service password reset. If you ever forget your password or get locked of your account you may use the following website to reset your password: HelpDesk.cod.edu