

Reminder: New Log-in and @centralstate.edu Email (effective January 2021)

Your MyCSU email and log-in credentials continue to be active while we complete the transition to the new system.

New CSU Username: First Initial|Last Name.CSU

New TEMPORARY Password: CSUMMDDYY#1 (where MMDDYY is your birthdate)

Example: John Smith was born on March 17, 2002. His new CSU MS Office 365 credentials would be:

New CSU Student Username: jsmith.CSU

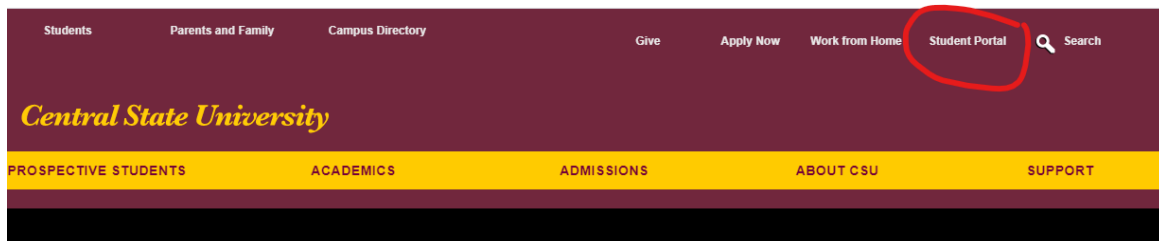
New TEMPORARY Student Password: CSU031702#1

New CSU student email: jsmith.CSU@centralstate.edu

Note: If you receive the error message “500 Something Went Wrong,” when first signing into email, that means that you have an existing Outlook portal with a different company. You will need to sign off from that account so an additional email account can be made for Central State University.

If you have not already done so, it is crucial that you change your new temporary password. Please follow the instructions at [ADSelfService Plus](#) to **reset your password**. **STUDENTS, IT IS YOUR RESPONSIBILITY TO CHANGE YOUR TEMPORARY PASSWORD!!!**

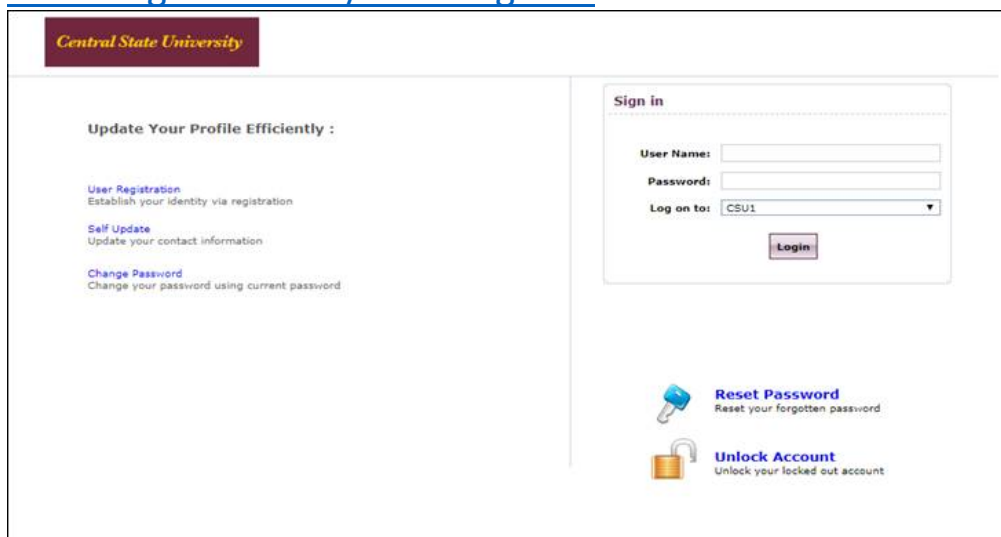
Please click on the new [Student Portal](#) link at the upper right corner of the [Central State University](#) homepage for links to access CSU student applications that use these new credentials:



ADSelf-Service Plus Password Reset CSU Student INSTRUCTIONS

Central State IT has implemented a self-service password reset tool for all on campus and off campus users. CSU Students can now use this tool to reset their single sign-on password for all of your CSU applications including CSU Computer Login, CSU Email (Outlook), MS Office & Office 365, CSU Network Access, Banner Student Self Service (SSB) (formally MyCSU) and future student-related applications. Please follow the instructions below using *the most recent* CSU User Name and Password that has been assigned to you:

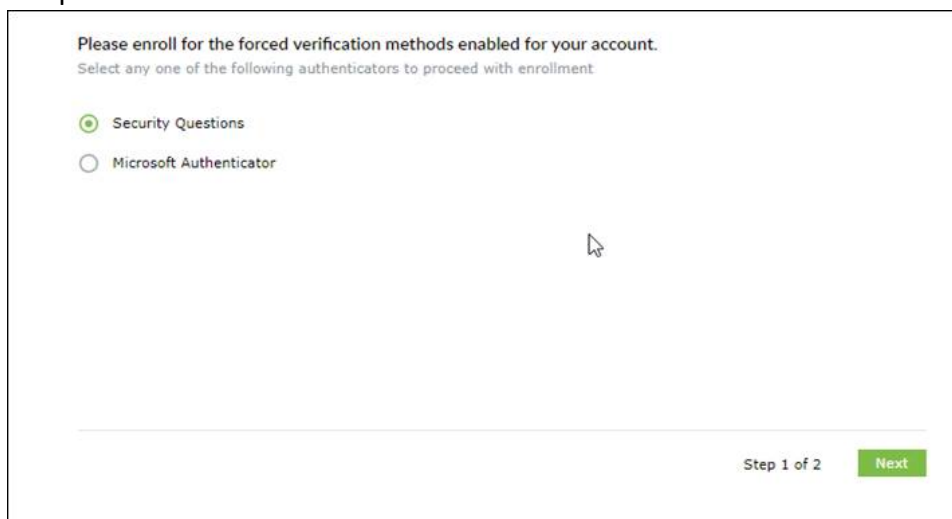
STEP 1: Users must signup/register at <https://csu-admanager.ces.edu/showLogin.cc> :



The screenshot shows the Central State University ADSelf-Service Plus Password Reset tool interface. At the top left, there is a Central State University logo. Below it, the text "Update Your Profile Efficiently :" is displayed. Underneath, there are three links: "User Registration" (Establish your identity via registration), "Self Update" (Update your contact information), and "Change Password" (Change your password using current password). On the right side, there is a "Sign in" section with fields for "User Name:", "Password:", and "Log on to:" (set to CSU1), and a "Login" button. Below the "Sign in" section, there are two icons: a key icon for "Reset Password" (Reset your forgotten password) and a padlock icon for "Unlock Account" (Unlock your locked out account).

STEP 2: Click on “Microsoft Authenticator” when prompted.


Users will have several verification options to choose from; however, Central State IT recommends using Microsoft Authenticator, which automatically generates a passcode via your cell phone.




The screenshot shows a verification method selection screen. At the top, it says "Please enroll for the forced verification methods enabled for your account." Below that, it says "Select any one of the following authenticators to proceed with enrollment". There are two radio button options: "Security Questions" (which is selected) and "Microsoft Authenticator". At the bottom right, there is a "Next" button and a "Step 1 of 2" indicator.

Step 3: Download the recommended Microsoft Authenticator app (Android or iPhone). After selecting “Microsoft Authenticator,” you will be taken to the page shown below. Please follow the instructions to install the Microsoft Authenticator app on your Android or iOS mobile device.

Please enroll for the forced verification methods enabled for your account.

 Microsoft Authenticator

1. Install [Microsoft Authenticator](#).
2. Go to the Microsoft Authenticator app. Select Add account > Other (Google, Facebook, etc.).
3. Scan the displayed barcode. A one-time-passcode is generated in the app.




[Can't scan the image?](#)

4. Enter the code generated by the Microsoft Authenticator app

Step 2 of 2

Step 4: Set Up Security Questions when prompted:

Please enroll for the forced verification methods enabled for your account.

 Security Questions

Question :

Question :

Question :

Question :

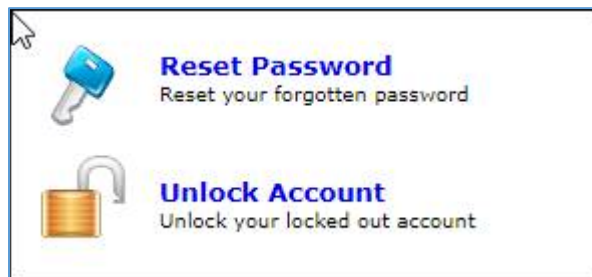
Hide Answer(s)

- The minimum length of the question(s) should be 5 characters and maximum allowed is 255 characters
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Step 2 of 2

Step 5: Reset Password or Unlock Account

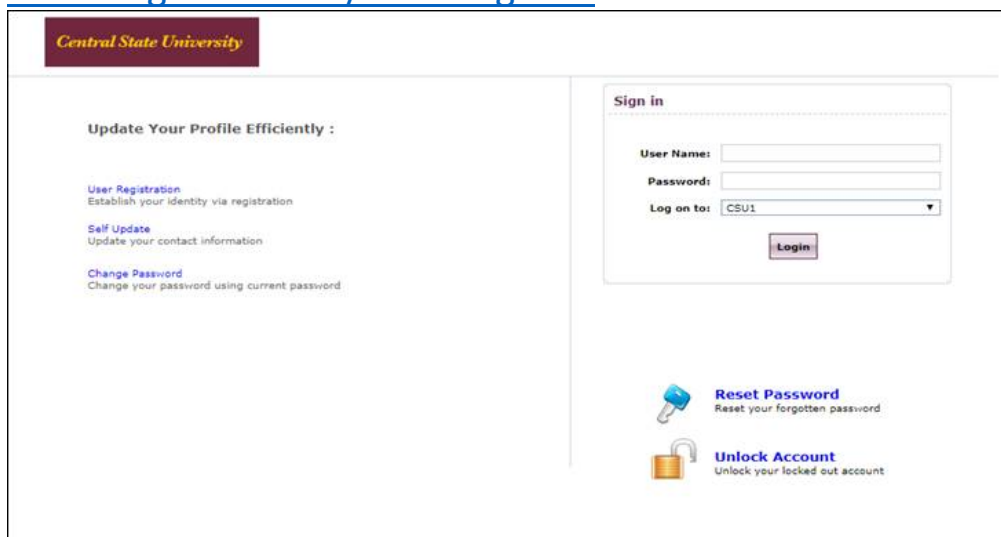
Once you are registered, you may return to <https://csu-admanager.ces.edu/showLogin.cc> anytime to reset your password or unlock your account on your own. There is no need to call Central State IT anymore to have this done! Click one of the options below and answer the security questions or use the recommended **Microsoft Authenticator** by logging in and following the steps provided. Each time you reset your password or unlock your account, you will receive a numerical code via the **Microsoft Authenticator** app on your cell phone for verification. Enter this code where prompted on your computer to reset your password or unlock your account.



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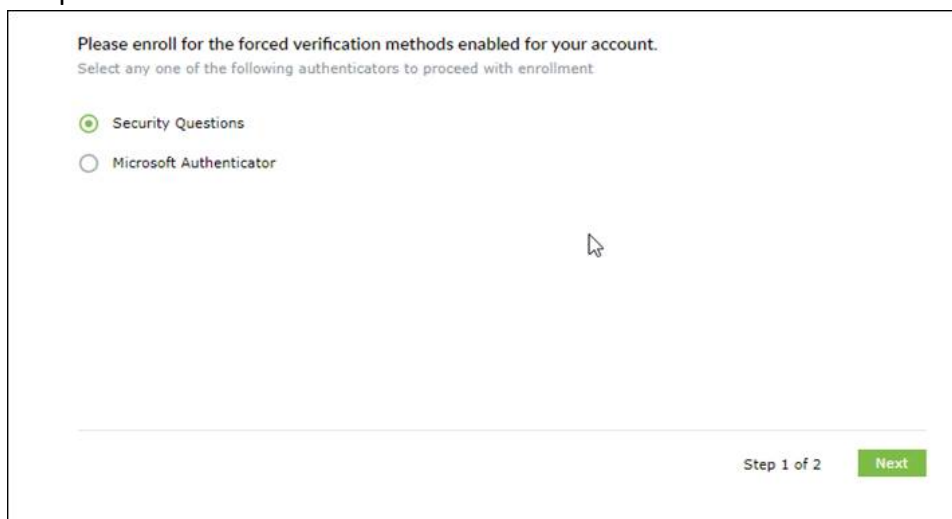
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Hide Answer(s)

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Step 2 of 2

Step 5: Reset Password or Unlock Account

Once you are registered, you may return to <https://csu-admanager.ces.edu/showLogin.cc> anytime to reset your password or unlock your account on your own. There is no need to call Central State IT anymore to have this done! Click one of the options below and answer the security questions or use the recommended **Microsoft Authenticator** by logging in and following the steps provided. Each time you reset your password or unlock your account, you will receive a numerical code via the **Microsoft Authenticator** app on your cell phone for verification. Enter this code where prompted on your computer to reset your password or unlock your account.

