Your D2L login will be your PASSHEAD account. Username is your full cheyney Email address, Ex: jkeener@cheyney.edu. Call helpdesk at 610-399-2043 to reset your password if you don’t remember. After reset, follow the instruction below to change it so that you can logon to D2L. Change password after reset is a MUST.

1. Go to https://password.passhe.edu and select Cheyney University.

2. Click on Change Your Password
3. Type your username (normally it’s your Cheyney Email address.) and your temporary password.

YOU MUST FIRST LOG ON TO USE THIS FEATURE.

Username: username@cheyney.edu
Password: *******

Log On

4. Put your old password which is your temporary password given by IT office. Then put your new password. PLEASE READ PASSWORD CHANGE REQUIREMENTS BEFORE YOU PUT YOUR NEW PASSWORD

YOU MUST FIRST LOG ON TO USE THIS FEATURE.

Username: youusername@cheyney.edu
Old Password:
New Password: *******
Re-enter Password: *******

Change Password

Password Change Requirements:
1. Password must be at least 8 characters in length
2. Must be different than your previous 3 passwords
3. Must not contain significant portions of your user account name or full name
4. Must have 3 of the 4 characteristics below:
   - Lowercase character(s)
   - Uppercase character(s)
   - Numeric character(s)
   - Special character(s), such as ! @ # $ % ^ & *
5. After your successfully reset your password, please go to https://password.passhe.edu/home.aspx and select “setup your account for self-service” for your PIN.

6. Fill out your PIN and requested questions. After you submit all your information. You will be able to access your ESS. Please go to https://portal.passhe.edu/irj/portal to access your ESS information. Please remember every 90 days you will need reset your password.
7. Please remember, every 90 days you will need reset your password. Please use your PIN to reset. Please go to https://password.passhe.edu

8. If you have any questions, please contact our HELPDESK at 610-399-2043. Thanks.