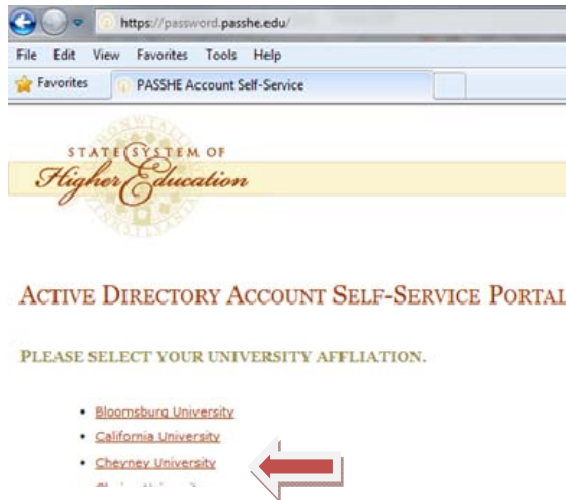


Your D2L login will be your PASSHEAD account. Username is your full cheyney Email address, Ex: jkeener@cheyney.edu . **Call helpdesk at 610-399-2043 to reset your password** if you don't remember. After reset, follow the instruction below to change it so that you can logon to D2L. **Change password after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


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



2. Click on Change Your Password

WELCOME TO THE ACTIVE DIRECTORY ACCOUNT SELF-SERVICE PORTAL!

Please select from the options below:

- [Change Your Password](#)  If you know your current password, you may use this feature to change your password or reset your password if your account has expired.
- [Setup Your Account for Self-Service](#)
All first-time users should run this tool prior to using any applications or sites provided by PASSHE. Completing this short setup will allow you to utilize forgetting your password.
- [Reset Your Account](#)
If you have forgotten your password or your account is locked out, you may reset your account here. If you have not previously setup your account, you

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:

Password:

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:

Old Password:

New Password: **Password not entered**

Re-enter 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 ! @ # \$ % ^ & *

YOU MUST FIRST LOG ON TO USE THIS FEATURE.

Username:

Old Password:

New Password: **Good**

Re-enter Password:


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 - Numeric character(s)
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- 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

WELCOME TO THE ACTIVE DIRECTORY ACCOUNT SELF-SERVICE PORTAL!

Please select from the options below:

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- [Reset Your Account](#)
If you have forgotten your password or your account is locked out, you may reset your account here. If you have not previous

- 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/iri/portal> to access your ESS information. Please rememeber every 90 days you will need reset your password.

ACCOUNT SELF-SERVICE: ACCOUNT SETUP TOOL

You are logged in as: @cheyney.edu [\[Sign Out\]](#)

Please complete the information requested:

Please enter a 4 digit PIN number:  bers of your employee number or student number

Select a question to be asked when using the tool: 

Enter the answer to the selected question 30 character max

Additionally, please define a unique question and answer:

Your unique question to be asked: 60 character max

Provide the answer to your unique question: 30 character max

WELCOME TO THE SELF-SERVICE PORTAL

The Pennsylvania State System of Higher Education has implemented a new web-based environment allowing access to many virtual tools which are designed to benefit administrators, faculty, staff, and students of its member universities. Access to records and essential tools via the web is a powerful, convenient, and productive means of doing business. We are confident you will find the portal both progressive and easy to use.

In order to access the Self-Service Portal, you must have a valid university account and password. If you need assistance with an online function, tips and documentation have been integrated into the portal applications or you can contact your local help desk.

Look for continuous enhancements to this system in the future. More options are being developed and more tools will be implemented as they become portal ready.

ENTER YOUR ACCOUNT INFORMATION

Username:

Password:


Logon Problems?

[Account Self-Service Portal](#)

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>

WELCOME TO THE ACTIVE DIRECTORY ACCOUNT SELF-

Please select from the options below:

- [Change Your Password](#)
If you know your current password, you may use this feature to change your password.
- [Setup Your Account for Self-Service](#)
All first-time users should run this tool prior to using any applications or sites providing services. This tool will help you set up your account and prevent you from forgetting your password.
- [Reset Your Account](#) 
If you have forgotten your password or your account is locked out, you may reset your account.

ACCOUNT SELF-SERVICE: RESET YOUR ACCOUNT

Using this system, you may perform the following tasks:

- If you have forgotten your password, you can have it reset.
- If your account is currently locked out, you may unlock it.

To get started with the service, answer the following questions:

What is your username?

What is your PIN?

To return to the home page click [here](#).

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