Guide to Accessing *MyYSU* Portal

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Introduction

MyYSU Portal provides a pathway to e-mail, calendars, groups and Web sites. Currently the system is set to time out after 15 minutes of inactivity for students and three hours for faculty and staff. However, it is a good idea to logout of the system if you leave your area or are not using the system. **Note:** Depending on your computer settings, you might need to adjust your Internet Explorer Add-ons.

1. Click Tools
2. Select Manage Add-ons
3. Select Novell delivered Applications
4. Select Disable
5. Click OK
6. Select Adobe PDF Reader Link Helper
7. Select Disable
8. Click OK
9. Click OK

Overview

To use the MyYSU Portal, direct your Web browser to http://my.ysu.edu and log in with your CUE User Name and password. If this is the first time you have accessed MyYSU, you will be prompted to establish a new password.

Password Guidelines

For security purposes, the following password management rules are in effect:

- Passwords must be at least six characters long.
- Passwords must contain at least one alphabetic and one numeric character.
- Passwords may only contain letters and numbers.
- Passwords are case-sensitive.
- Passwords must differ from the previous password by at least three letters.
- Passwords may not match your userid.

Users will be locked out for 15 minutes after five failed login attempts.
Activating Password Reset Capabilities

Once the initial password has been changed, the MyYSU Portal provides the ability to reset your password without contacting the Tech Desk! In order to activate this feature, it is necessary to answer and initiate a series of challenge questions. This process is only necessary once 😊

To Activate Password Reset Capabilities:
1. Click the Forgotten Password Reset link on the left side of the home page
2. Type CUE Account ID
3. Type CUE Password
4. Click Login
5. **Type** correct responses to each of the Admin-Defined Questions

6. **Determine** a User-Defined Question and response

7. **Click Submit**

8. **Click Logout**

9. **Return** to my.ysu.edu

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**Using the Password Reset Feature**

The MyYSU Portal provides the ability to reset your password without contacting the Tech Desk once a series of challenge questions has been established.

**To Use the Password Reset Capabilities:**

1. **Click Forgotten Password Reset** link on the left side of the home page
2. Click Forgot your Password link

3. Type CUE Account ID

4. Click Submit

5. Type correct responses to each of the Challenge Questions

6. Click Submit
7. Type New Password
8. Retype Password
9. Click Submit

10. Click Return to Login Page

11. Return to my.ysu.edu