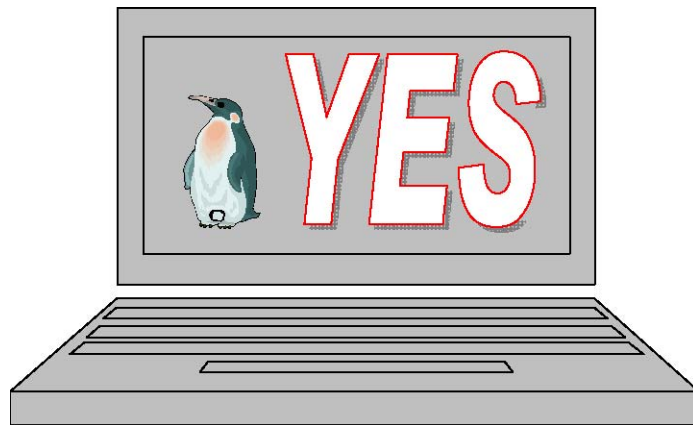




Getting Started with MyYSU



Guide to Accessing *MyYSU* Portal

Donna Wainio

Introduction

MyYSU Portal provides a pathway to e-mail, calendars, groups and Web sites. Currently the system is set to time out after 30 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.yzu.edu> and log in with your CUE User Name and password. If this is the first time you have used your cue username and password, 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 30 minutes after five failed login attempts.

Secure Access Login

User Name:

Password:

[Having problems logging in? Click Here.](#)

How do I reset my password?

[Forgotten Password Reset](#)

Make this my homepage.

[Click here](#) for instructions on how to make your browser load this page on startup.

Welcome to the MyYSU portal!

MyYSU is an exciting new online pathway that offers Youngstown State University students, faculty and staff secure and personalized access to e-mail, calendars, announcements, groups and Web sites. In future months, other services will be added to enhance the learning and working environments for everyone on campus. Enjoy!

What's Inside?

- E-mail:** Send and receive e-mail, and create your own personal address book. [MyYSU E-mail Policy](#)
- Calendars:** Access and manage your personal, course and school calendars. [MyYSU Calendar Policy](#)
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests. [MyYSU Groups Policy](#)
- Announcements:** Stay up-to-date on ... [MyYSU Announcements Policy](#)

and much more...

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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

Secure Access Login

User Name:

Password:

Having problems logging in? [Click here.](#)

How do I reset my password?

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What's Inside?

- E-mail:** Send and receive e-mail, and create your own personal address book. [MyYSU E-mail Policy](#)
- Calendar:** Access and manage your personal, course and school calendars. [MyYSU Calendar Policy](#)
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests. [MyYSU Groups Policy](#)
- Announcements:** Stay up-to-date on ... [MyYSU Announcements Policy](#)

and much more...

2. Type CUE Account ID
3. Type CUE Password
4. Click Login

Youngstown STATE UNIVERSITY

YSU DIRECTORY PORTAL

to the YSU Directory Portal (powered by Novell exteNd Director) to:

- change your [YSU Directory password](#) and
- set up challenge questions and answers for [forgotten password reset](#).

Login

Account ID:

Password:

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[Forgot your password?](#)



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.yzu.edu**

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

Youngstown STATE UNIVERSITY YSU

YSU DIRECTORY PORTAL

Login to the YSU Directory Portal (powered by Novell exteNd Director) to:

- change your [YSU Directory password](#) and
- set up challenge questions and answers for [forgotten password reset](#).

Login

Account ID:

Password:

Login Reset

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[Forgot your password?](#)

3. Type CUE Account ID
4. Click **Submit**

Youngstown STATE UNIVERSITY YSU

YSU DIRECTORY PORTAL

Forgotten Password

To help you log in, you must first specify your username.

Username:

Submit

5. Type correct responses to each of the Challenge Questions
6. Click **Submit**

Youngstown STATE UNIVERSITY YSU

YSU DIRECTORY PORTAL

Challenge Response

Please provide a response for each presented challenge.

Challenge Questions

Challenge	What is my favorite color
Response	<input type="text"/>
Challenge	What is your mother's maiden name?
Response	<input type="text"/>
Challenge	What is your YSU Directory Account ID?
Response	<input type="text"/>
Challenge	What is your date of birth (YYYYMMDD format)?
Response	<input type="text"/>

Submit



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

Youngstown STATE UNIVERSITY Y-SU

YSU DIRECTORY PORTAL

Forgotten Password

You can now change your password. Type in your new password twice and make sure the password conforms to the displayed rules.

Your password must have the following properties:

- Minimum number of characters in password: 6
- Maximum number of characters in password: 22

You may use numbers in your password

- Minimum number of numerals in password: 1

The password is case-sensitive

The password may use special characters

New password:

Retype password:

[Return to Login Page](#)

10. **Click Return to Login Page**

Youngstown STATE UNIVERSITY Y-SU

YSU DIRECTORY PORTAL

Forgotten Password

Complete: Password changed successfully!

Username: sesekerak

[Return to Login Page](#)

11. **Return to my.ysu.edu**

