Using YSU Password Self-Service
Password Self-Service Web Interface

Required Items: YSU (MyYSU) Directory account, Web browser

This guide will assist you with using the Password Self-Service system located at https://mypassword.ysu.edu/ for your YSU Directory account. There are five sections: Change Your Current Password, Activate New Account, Reset Expired or Forgotten Password, Update Challenge Question Responses, and Password Change Event History. Each section is linked below and has instructions that are listed in steps - please be sure to complete all of the setting changes in each step before moving on to the next step in that section.

Note: The pages at https://mypassword.ysu.edu/ may look and work slightly different on a mobile web browser than a standard web browser. You may need to use a desktop web browser for some functions on the Password Self-Service website.

Section 1 - Change Your Current Password

Section 2 - Activate New Account

Section 3 - Reset Expired or Forgotten Password

Section 4 - Update Challenge Question Responses

Section 5 - Password Change Event History
Section 1 - Change Your Current Password

This section will show you the steps to change your YSU Directory password for an active YSU account with a known password.

Step 1: Go to https://mypassword.ysu.edu/ and click on Change Your Current Password.

Step 2: Enter your YSU Username and Current Password and click Login.
Step 3: Enter your desired password into the New Password and Confirm Password fields and click on Change Password.

Note: Be sure to follow all password requirements at the top of the page or the new password will not be accepted!

Step 4: Wait for the password change process to complete.
Step 5: Make sure the window says “Success” and click Continue to complete the password change process.

Step 6: Close your browser tab or window upon receiving the You are now logged out message.
Section 2 - Activate New Account

This section will show you the steps to activate your YSU Directory account (MyYSU Portal account) for the first time.

*Please Note:* Users without a SSN and users who have *-guest* accounts must contact the YSU Tech Desk to set up their account!

**Step 1:** Go to [https://mypassword.ysu.edu/](https://mypassword.ysu.edu/) and click on *Activate New Account.*

**Step 2:** Enter all verification codes into the text box (separate the codes with spaces) and click *Verify.*
Step 3: Enter the required information into the fields as follows:

**Login ID**: Your YSU Username

**Banner “Y” ID**: Your YSU-assigned ID number

**Last 4 digits of SSN**: The last 4 digits of your Social Security #

**Date of Birth (YYYYMMDD)**: Your date of birth in the format YYYYMMDD (i.e. 19550224 for February 24, 1955)

Click Activate.

*Please Note*: Users *without* a SSN and users who have *-guest* accounts must contact the YSU Tech Desk to set up their account!

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Step 4: Make sure the window says “Success” and click **Continue** to complete the password account activation process.
Step 5: Enter your desired password into the **New Password** and **Confirm Password** fields and click on **Change Password**.

*Note:* Be sure to follow all password requirements at the top of the page or the new password will not be accepted!

Step 6: Wait for the password change process to complete.
Step 7: Choose your three security questions from the drop-down menus and enter valid responses for each of the questions.

Click Save Responses to continue.

Step 8: Make sure the window says “Success” and click Continue to complete the account activation process.

Step 9: Close your browser tab or window upon receiving the You are now logged out message.
Section 3 - Reset Expired or Forgotten Password

This section will show you the steps to reset your expired or forgotten YSU Directory password for an active YSU account with known security questions.

*Please Note:* Users **without** known security questions must contact the YSU Tech Desk to reset their account password!

**Step 1:** Go to [https://mypassword.ysu.edu/](https://mypassword.ysu.edu/) and click on **Reset Expired or Forgotten Password**.

**Step 2:** Enter all verification codes into the text box (separate the codes with spaces) and click **Verify**.
Step 3: Enter the required information into the fields as follows:

**Login ID:** Your YSU Username

Click **Search**.

Step 4: Enter valid security responses for each of the questions.

Click **Check Responses** to continue.
Step 5: Enter your desired password into the **New Password** and **Confirm Password** fields and click on **Change Password**.

*Note:* Be sure to follow all password requirements at the top of the page or the new password will not be accepted!

Step 6: Wait for the password change process to complete.
Step 7: Make sure the window says “Success” and click **Continue** to complete the password change process.

Step 8: Close your browser tab or window upon receiving the **You are now logged out** message.
Section 4 - Update Challenge Question Responses

This section will show you the steps to update your YSU Directory account challenge question responses for an active YSU account with a known password.

Step 1: Go to https://mypassword.ysu.edu/ and click on Update Challenge Question Responses.

Step 2: Enter your YSU Username and Current Password and click Login.
Step 3: Choose your three security questions from the drop-down menus and enter valid responses for each of the questions.

Click **Save Responses** to continue.

Step 4: Make sure the window says “Success” and click **Continue** to complete the security question change process.
Step 5: Close your browser tab or window upon receiving the **You are now logged out** message.
Section 5 - Password Change Event History

This section will show you the steps to view your YSU Directory password change event history.

Step 1: Go to https://mypassword.ysu.edu/ and click on Password Change Event History.

Step 2: Enter your YSU Username and Current Password and click Login.
Step 3: This page shows your password event history that includes Activation, Authentication, and Password Changes. Click Continue when finished looking at this event history.

Step 4: Close your browser tab or window upon receiving the You are now logged out message.