Laptop/Desktop Instructions

Step 1: Set Up Your CSP Blackboard Account

1. Go to: http://www.csp.edu/passwordreset

2. Use your **CSP network account credentials** to login.
   
   **As a reminder:**
   
   - Your **username** is the first part of your CSP email address
     (ex. student@csp.edu, username is student)
   
   - Your **8-digit temporary password** is the last four digits of your
     Concordia ID Number AND your four-digit birth year
     (ex. If your ID number was L00001234 and your birth year was 2000, your
     password would be 12342000)

3. Click the **Click Here** button to proceed:
4. Complete the following **security questions**:

**User Registration**
The information you provide here would be used to authenticate you when attempt to reset password or unlock your account.

**Security Questions**

**Length Specification**
- The minimum length of the answer(s) should be 5 characters and maximum allowed is 24 characters

**Register Your Security Question & Answer**

- Question: -------Please Select a Question--------
  - Answer
  - Confirm Answer

- Question: -------Please Select a Question--------
  - Answer
  - Confirm Answer

- Question: -------Please Select a Question--------
  - Answer
  - Confirm Answer

- Hide Answer(s)

5. Click the **Enroll** button:

![Enroll Button](enroll_button.png)

6. Upon successful completion, you should receive the following message. Then, click on the **Change Password** tab

![Change Password](change_password.png)

- You have enrolled for password self-service successfully!
- When you request for password self-service, you will be authenticated using this info.
Follow the password requirements to change your password. The click **Change Password**.

![Change Password Form](image)

You have now successfully created a new password.

**Step 2: Set Up Your CSP Gmail:**
1. Using your username and *new password*, login to your [CSP Gmail](csp.gmail.com).
2. [Complete the 2-Step Verification Process](https://csp.gmu.edu/security/2-factor-authentication). This will ensure your email is secure and prevent your account from getting locked out.

   You can now use your username and *new password* to access [Blackboard](https://blackboard.gmu.edu) and your [CSP email account](https://csp.gmu.edu). Bookmark these links for future reference 🙌