Laptop/Desktop Instructions

Step 1: Set Up Your CSP Blackboard Account

1. Go to: https://passwordreset.csp.edu:9251/authorization.do

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 L0001234 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**, then click **next**.

Please enroll for the forced verification methods enabled for your account.

- **Security Questions**

  - **Question:**
    - **Question:**
      - **Answer:**
        - **Confirm Answer:**

  - Hide Answer(s)

    - The minimum length of the answer(s) should be 5 characters and maximum allowed is 34 characters

5. Upon successful completion, you should receive the following message.

   - **Enrolled Verification Methods**
     - You’ll be asked to verify your identity using any of the methods listed below. [Learn more](#)

6. From here, click on the **Change Password** tab in order to change your password.
7. Follow the password requirements to change your password. The click **Change Password**.

You have now successfully created your new password.

**Step 2: Set Up Your CSP Gmail:**

1. Using your username and **new** password, login to your CSP Gmail.

2. **Complete the 2-Step Verification Process**. 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 and your CSP email account! Bookmark these links for future reference 😊