

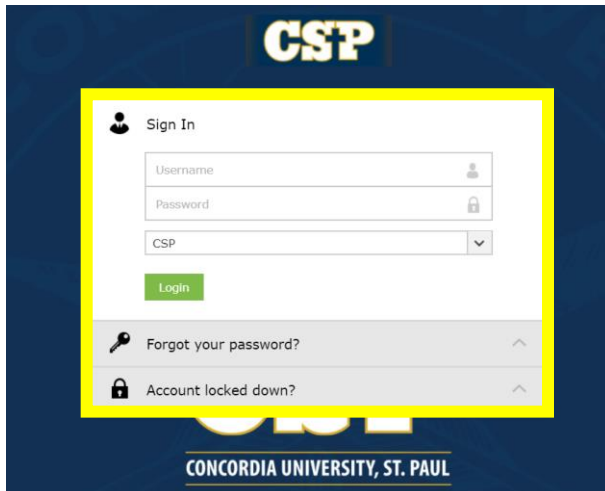
Laptop/Desktop Instructions

Step 1: Set Up Your CSP Blackboard Account

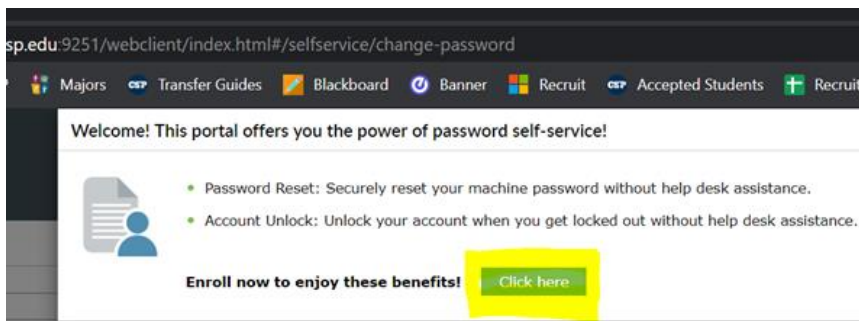
1. Go to: <https://passwordreset.csp.edu:9251/authorization.do>
2. Use your **CSP network account credentials** to login.

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 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**, then click **next**.

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

? Security Questions

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)


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

Step 1 of 1 **Next**

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

You have successfully enrolled! The information you provided will help us verify your identity when you login or during the password reset/account unlock process. ×

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

? Security Questions & Answer
View my security questions 
Today 10:09 AM

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

CSP

Change Password Enrollment

Change Password ?

7. Follow the password requirements to change your password. The click **Change Password**.

Change Password ?

Old Password

New Password

Confirm New Password

- The minimum password age is 0
- The maximum password age is 180
- The minimum password length is 8
- No. of Password Remembered is 10
- The password complexity property is Disabled

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 😊

How to forward your CSP Gmail to your personal email:

Concordia recommends that every CSP student uses their CSP email address. All emailed communication from CSP will be directed to the CSP email address therefore it will be imperative for all students to maintain and check their CSP Gmail account regularly.

If you would like to forward your CSP Gmail, please follow these steps:

1. Login to your [CSP Gmail Account](#)
2. Go to your **settings** (the gear icon on the top right of the email page)
3. Click on the **“Forwarding and POP/IMAP” tab**
4. Click on the **“Add a forward address” button**
5. **Enter the forwarded email address** and follow the instructed directions