Setting Up Your CSP Network Account: Laptop/Desktop Instructions

1. Go to: [http://www.csp.edu/passwordreset](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**

5. Click the **Enroll** button:

![Enroll Button](image)

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

![Change Password Tab](image)

- Follow the password requirements to change your password:
Your new password is now your network account password. Use your username and new password to access Blackboard and your CSP email account.