# YORK College

The following is information that will help you navigate the MyPassword self-service application York uses in order to help you change and update your password each 90 day cycle that Central has instituted.

Like CUNYfirst, if you are a first time user you will be asked to set up challenge questions for help in identifying you should you need authentication in the event of a forgetting your password or a password change request.

The MyPassword application works in conjunction with rDirectory which is York's contact management application. Whenever you need to update or change your password the console you will be presented with is rDirectory. Using rDirectory you not only can change your password but you will be able to update additional fields that affect your contact information in Outlook, ePAF, Active Directory and the Web directory. It is vital that we have the latest information regarding your contact and this tool makes it very easy to maintain. Fields that you have access to are, **Employee Type, Room No., Phone #, Home Phone, Fax Number, Assistant, Manager, Functional Title, Other Titles, Roles, Department 2 & 3 #, Additional Email and ID Card No**.

Below are some screen shots to help guide you when you are presented with the change your password after 90 days message:

90 days Password Policy and Profile validator:
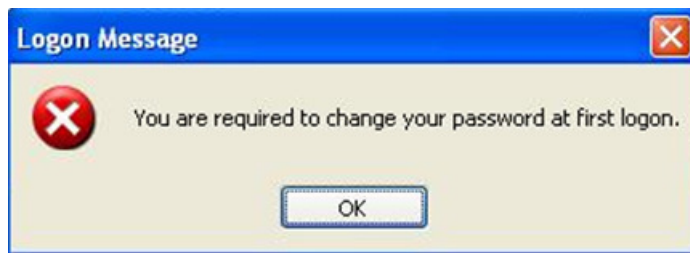
After you log in to your computer, this message will pop up. Please click OK.

This screen will come. Please enter your new password and enter it again and click OK. Password has to be at least 6 characters long.

Once the password is accepted this message will pop up. Just click OK. Please remember your new password. After you log in a new page will pop up (it may pop up between 20seconds to a minute, depending on the speed of your computer)

This is the rDirectory part of the MyPassword application, it pops up if some contact information is missing or your personal challenge questions profile is not complete.

Please make sure your Room no. is correct; the format should be Building code + Room No such as AC-2H01B. Then please enter the phone number with the following format 718-262-xxxx. Then finally click on the green **+** at the last line (PW Reset Profile * Password Reset Profile available, also you can look to see if other key information in any of the editable fields need updating) and the following page will pop up.

These are your challenge questions in case you forget your password and you need to in the future. You can click the arrow on the right and pick your questions of your liking. You can enter your own question as well. Then click "Update"

Then you will be back to the previous screen

Just click on "Save". The * field is mandatory and the rest is optional.

If you have any questions on this and any other security concerns you can contact our Service Desk at ext. 5311 or you can fill out an online YConnect ticket and make your own inquiry or request via the web.

For a more comprehensive review of security information go to https://security.cuny.edu

Information Technology

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