



FLAS/Email –Self Service Password Reset

<http://flasreset.csi.cuny.edu>

FLAS/Email Password Reset Enrollment

Step 1: Navigate to <http://flasreset.csi.cuny.edu> from your computer

Step 2: Log in using your PC Login/Email Username and Password.

- The username Format is *Firstname.Lastname*

Step 3: To enroll, click on the “Enrollment” Tab

- Here you will be required to answer and verify four security questions
- Once entered, click enroll

To change your password click the “Change Password” Tab.

FLAS/Email Password Reset*

Step 1: Navigate to <http://flasreset.csi.cuny.edu> from your computer

Step 2: Under the section to Login, Click the link to “Reset Password for Enrolled Users.”

Step 3: Enter your Domain username, which is your PC Login/Email Username.

- The username Format is Firstname.Lastname
- Confirm the Domain name is set to “FLAS”
- Click “Continue”

Step 4: Answer the security questions, type in the CAPTCHA and click “Continue”

Step 5: Type in your new password, confirm the new password, type in the CAPTCHA and click “Reset Password”

- You will get a confirmation stating, “**The password reset has been done successfully.**”

*Enrollment is required to enable the password reset option. You must enroll prior to forgetting your password in order to utilize this service