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

The Office of Information Technology HelpDesk. 2A-306D, 718-982-3695