How do I change my GC network password using Self-Service?

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This document is intended for all GC staff, faculty and students to reset GC network account password.
Note: If you are at the GC then you can press Control/Alt/Delete keys at the same time and choose the Change a password option (this is possible only on a Windows pcs when you are logged on to)
Press the Ctrl/Alt/Delete keys at the same time. Choose the Change a password option.

How to change my GC network password?
1. You can change your password at any time by visiting the password reset page https://passwordreset.gc.cuny.edu
2. Enter your GC network account username and click submit. (Fig.1.)

Fig. 1. Enter GC network account username

3. Enter your Employee ID, Month of Birth, Year of Birth, and a non-GC email address associated with your CUNYFirst account (Fig. 2). If you are unsure which email address to use, log into your CUNYFirst account and check your personal information.
4. Check your inbox for the email account you provided. You will receive an automatic email with a verification code. (Fig. 3)

Fig. 3. Verification code email

5. Enter the verification code and click submit. (Fig. 4)

Fig. 4. Enter verification code
6. Enter a new password that satisfies the following complexity requirements: (Fig. 5)
   - At least 8 characters
   - Must not contain all or part of the user's account name
   - Must contain characters from three of the following four categories:
     - English upper case characters (A-Z)
     - English lower case characters (a-z)
     - Base 10 digits (0-9)
     - Non alphanumeric (For example :!,$#,%) 
   
   Fig. 3. New password

7. Re-enter the new password and click submit. You should receive a message that your password change was successful. (Fig. 6)

   Fig. 6. Confirmation