How do I register for GC Password reset?

This FAQ contains:
• How to register to get access to use the password reset tool

Self-Service Password Reset is a tool that allows all students, faculty, and staff to change or reset a forgotten password via the web, as well as unlock their accounts without having to contact IT Services. **Registration is required for first time users only.**

How to enroll:

1. The first thing you should do is set up your profile so that you will be able to setup a personal PIN to reset your password if you forget it in the future. To begin, go [https://passwordreset.gc.cuny.edu/](https://passwordreset.gc.cuny.edu/) and enter your GC username and password (Fig. 1.)

![Fig. 1. Enter username and password](image1)

The first time you register, you will be presented with our User Agreement Policy, please read through it carefully and press “I agree” when ready to move forward (Fig. 2.)

![Fig. 2. Confirm registration](image2)

2. The next step is to select your assigned security image, which will appear on the screen. Simply click on the image that was pre-selected for you and proceed to create a 4-digit PIN (Fig. 3)
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3. The 4-digit PIN is your security PIN and you will need it to unlock your account in the future. (Fig. 4)

4. Click “Finish” and your account will be setup (Fig. 5.)
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Please Note: Once you have logged in, you will be able to manage your account and have access to the following options: (Fig.6.)

![Options Once Logged In]

Fig. 6. Options Once Logged In