Washburn Account Self-Service Enrollment

1. At the main page, enter your username (first.last@washburn.edu) and password. Select ‘Login’.

2. Enter your current password and a non-Washburn email address, then select ‘Continue’.

3. Enter your current password where provided, and check that the email address that you provided for a One-Time-Passcode. Enter the 4-digit code and select ‘Login’.
Example one time use passcode email:

Here is your one-time use passcode: 4943
Enter this value to continue enrolling your email address.

4. Enter your password and select ‘Continue’ to enroll your Challenge Answers
5. Choose 3 questions and answer them. Answers must be at least 4 characters. After answering your questions, select ‘Continue’.

6. To enroll a cell phone for authentication, log back in and fill out the form and select ‘Continue’. A cell phone may be used for Two-Factor authentication on the web for more account security. Cell phone authentication is not required and can be skipped.
Forgot Password Instructions

1. On the main page, select ‘Forgot Password’.
2. Enter your username (first.last@washburn.edu) and select ‘Continue’.

3. Select the option that fits your needs and select ‘Continue’.
4. To unlock a locked account, select an authentication type and select ‘Continue’. Follow the instructions provided on the next window and select ‘Continue’ again to finish.

5. To reset a forgotten password, select an authentication type and select ‘Continue’. Follow the instructions provided on the next window and select ‘Continue’ again to finish.
Please enter your new password in the fields below.

**Password Complexity Rules**
Your new password must satisfy the following rules:
- Must have at least 1 uppercase character
- Must have at least 1 numeric character
- Must have at least 1 special character
- Must be at least 10 characters long
- Must not contain any parts of your name
- Must contain characters from at least 3 of the following categories:
  1. English uppercase characters (A - Z)
  2. English lowercase characters (a - z)
  3. Base 10 digits (0 - 9)
  4. Non-alphanumeric (e.g., !, $, @, or %)

**Username**

```
@washburn.edu
```

**Reset Forgotten Password**

**New Password**

```

```

**Confirm Password**

```

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**Continue**  **Cancel**
Set New Password

1. From the Main Page, select ‘Set New Password’.

2. Enter your username (first.last@washburn.edu) and current password, select ‘Continue’.
3. Wait for your One-Time-Passcode to arrive, and enter it in the box provided. Select ‘Continue’.

4. Following the guidelines provided, enter your new password and retype your new password where provided. Click ‘Continue’.
Please enter your new password in the fields below.

**Password Complexity Rules**
Your new password must satisfy the following rules:
- Must have at least 1 uppercase character
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- Must be at least 10 characters long
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  3. Base 10 digits (0 - 9)
  4. Non-alphanumeric (e.g. !, $, @, or %)

**Username**: [Masked]
[Email: @washburn.edu]

**Reset Forgotten Password**

**New Password**

**Confirm Password**

[Continue]
[Cancel]