

The Steps to Take so the PeopleSoft “Forgot Your Password?” Link Will Work for You

Set-up is required for the “Forgot Your Password?” link to become operational. Begin by following the bread-crum in the following page shot: PeopleTools / Maintain Security / Use / My Profile

The screenshot shows a web browser window titled "Self Service User Profile - Microsoft Internet Explorer". The address bar contains the URL: <https://cmsweb.csuci.edu/servlets/icientservlet/HCIIPRD?cmd=login&languageCd=EM>. The page features the PeopleSoft logo and navigation links for Home, Help, and Sign Out. The breadcrumb trail is: Home > PeopleTools > Maintain Security > Use > My Profile. The main content area is titled "General Profile Information" and displays the user's name as David M. Ehrlich. Below this, there are sections for Password, Personalization, Email, and Alternate User. The Password section includes a "Change password" link and a "Change or set up forgotten password help" link. The Personalization section shows the preferred language set to English and a search box for the Currency Code. The Email section shows the email address as david.ehrlich@csuci.edu. The Alternate User section includes fields for Alternate User ID, Effective Date, and To Date, with example dates provided. A "Save" button is located at the bottom of the page.

Self Service User Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Go Links

Address <https://cmsweb.csuci.edu/servlets/icientservlet/HCIIPRD?cmd=login&languageCd=EM> Go Links

PEOPLESoft Home Help Sign Out

Home > PeopleTools > Maintain Security > Use > My Profile [New Window](#)

General Profile Information

David M. Ehrlich

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalization

Changes to Personalization settings require you to log off and log back on in order to take effect.

My preferred language for reports and email is: English

Currency Code:

[Set Personalizations](#)

Email

E-mail Address:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

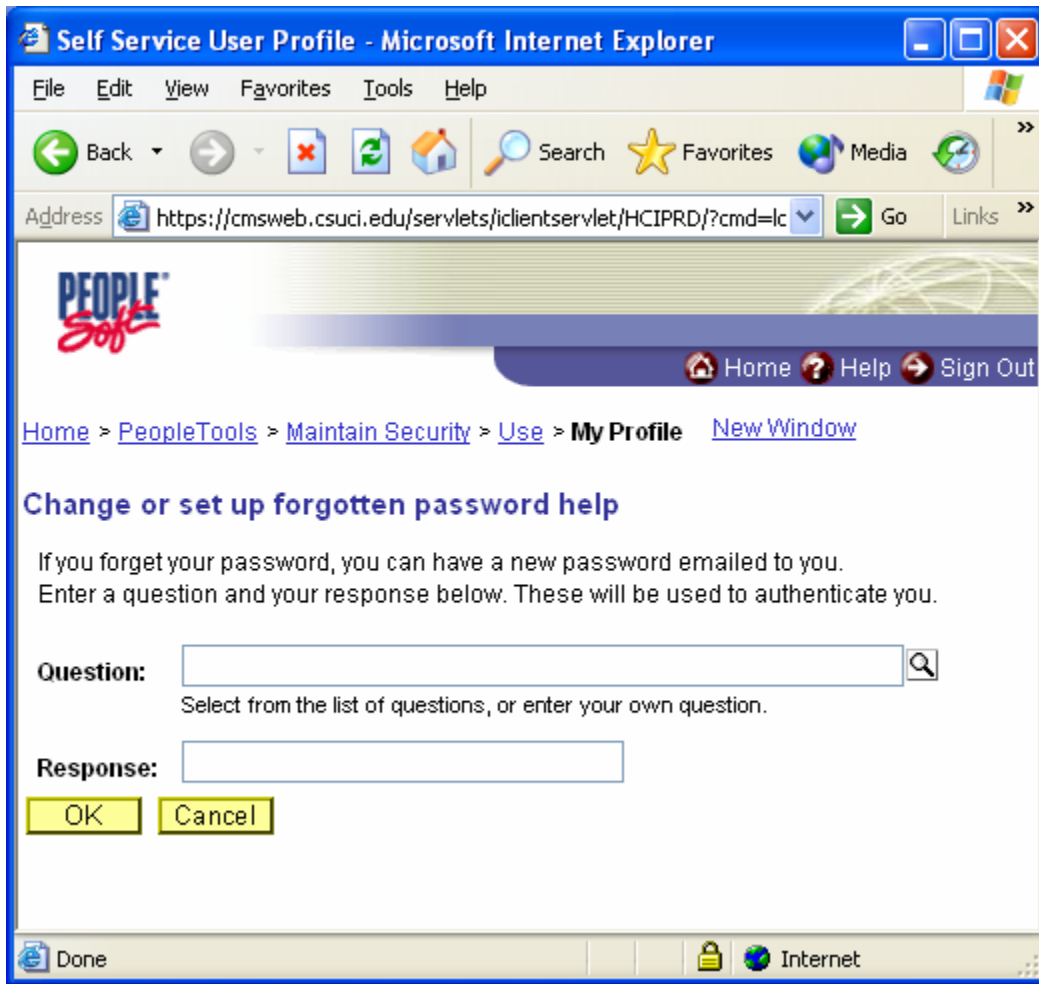
Effective Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

[Miscellaneous User Links](#)

Internet

Click on the “Change or set up forgotten password help” link



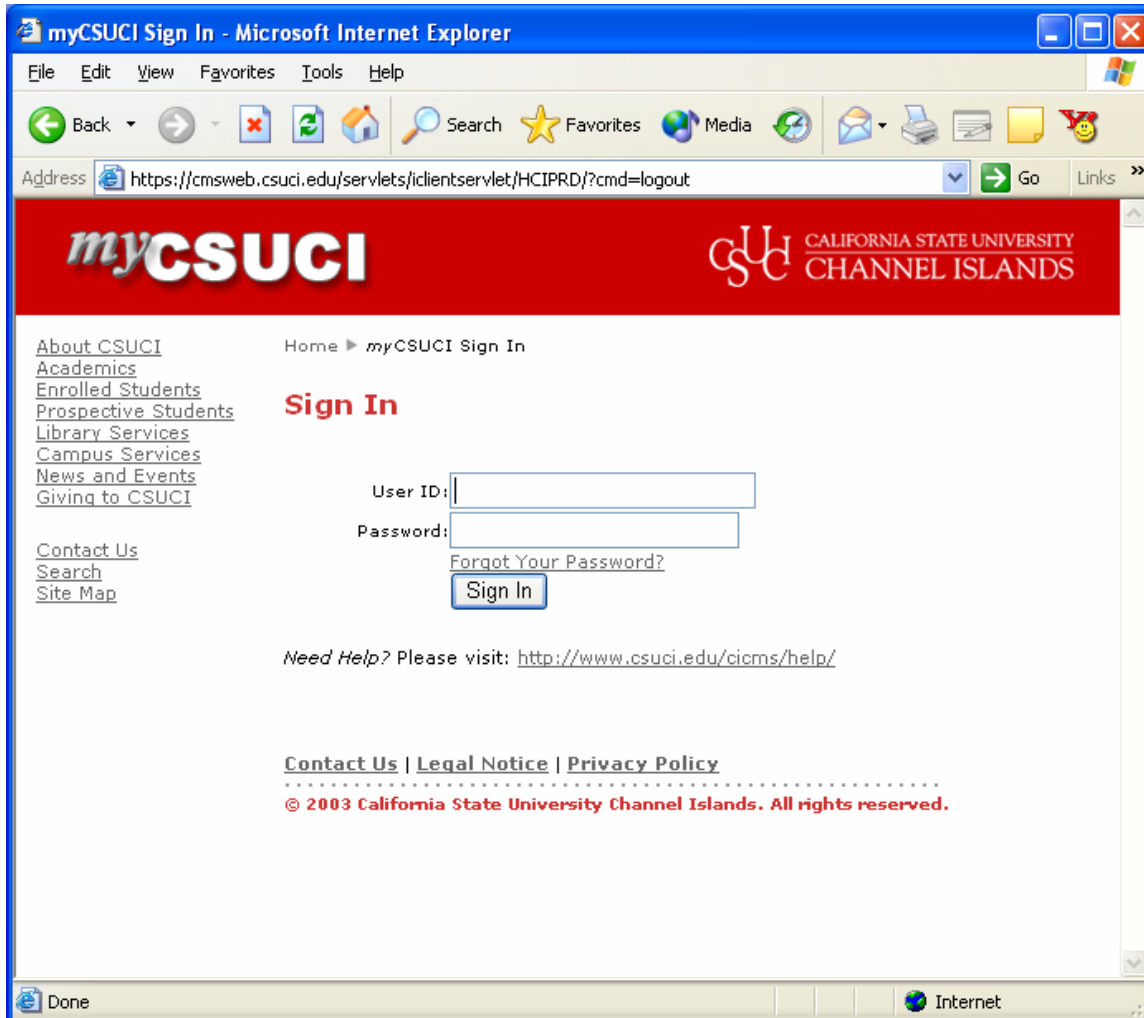
Type in a Question and provide a Response. While there is the Magnifying Glass prompting icon after the Question, CSUCI provides no “canned” questions. Both of these fields are completely under your control. You may provide any question and response that you care to.

Once you have entered the desired information, click OK. You will return to the My Profile page.

Verify the E-Mail address listed in the middle of the My Profile page. This is where the e-mail will be sent by the “Forgot Your Password?” process. CSUCI recommends that you utilize your CSUCI e-mail address (either CSUCI.EDU or DOLPHIN.CSUCI.EDU as appropriate) as this will assist us in tracking any problems should they occur.

Click Save on the My Profile page to save your Forgotten Password Help and E-Mail Address changes.

Should you need to be issued a new password, click on the “Forgot Your Password?” link on the myCSUCI sign-in page.



Follow the prompts and you will be issued a new password via e-mail after you have successfully responded to the Question you set up earlier. Please note that the password issued will need to be entered EXACTLY as it appears in the e-mail (most likely upper case).