

PASSHE Active Directory Portal & Expired Password instructions

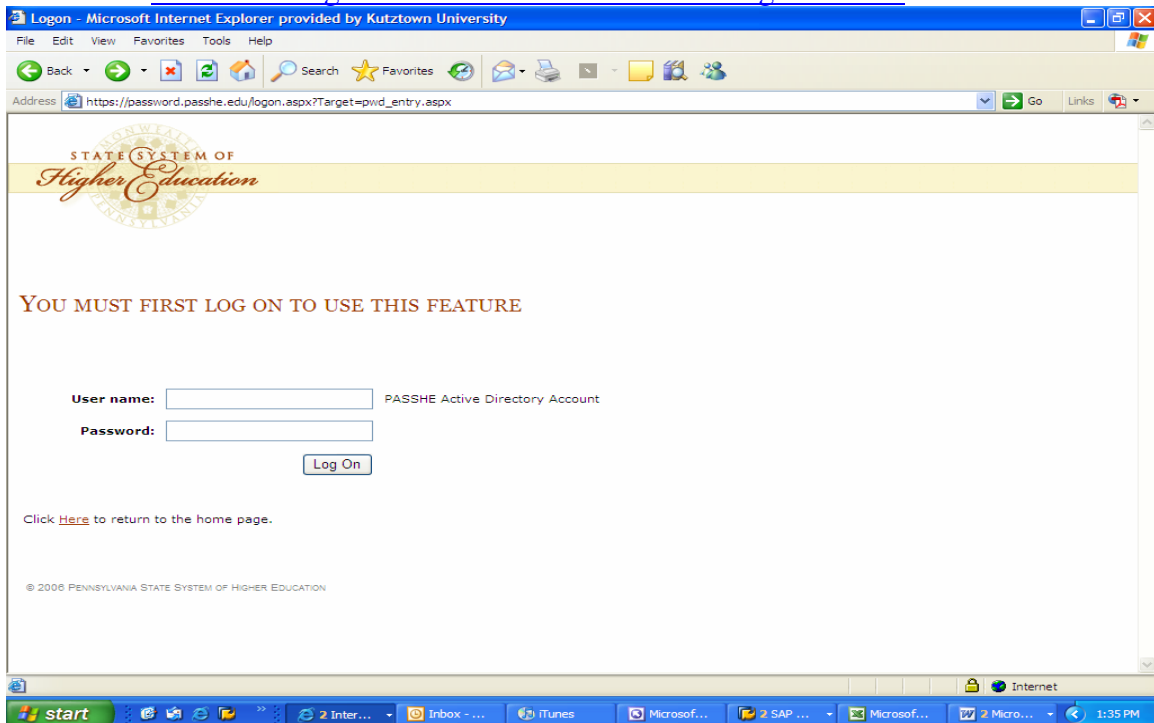
What is the Active Directory Portal?

This allows employees to “reset” their PASSHE strong password on their own, or get a temporary one should they forget the current one. You must know your current PASSHE ID and password to set up an Active Directory account.

How do I change an expired password?

The Active Directory portal requires an employee’s current PASSHE Username and password. These instructions show how to log into the PASSHE site and change an expired password.

1. Go to https://password.passhe.edu/logon.aspx?Target=pwd_entry.aspx or [Click here to get to the PASSHE self-service logon screen.](#)

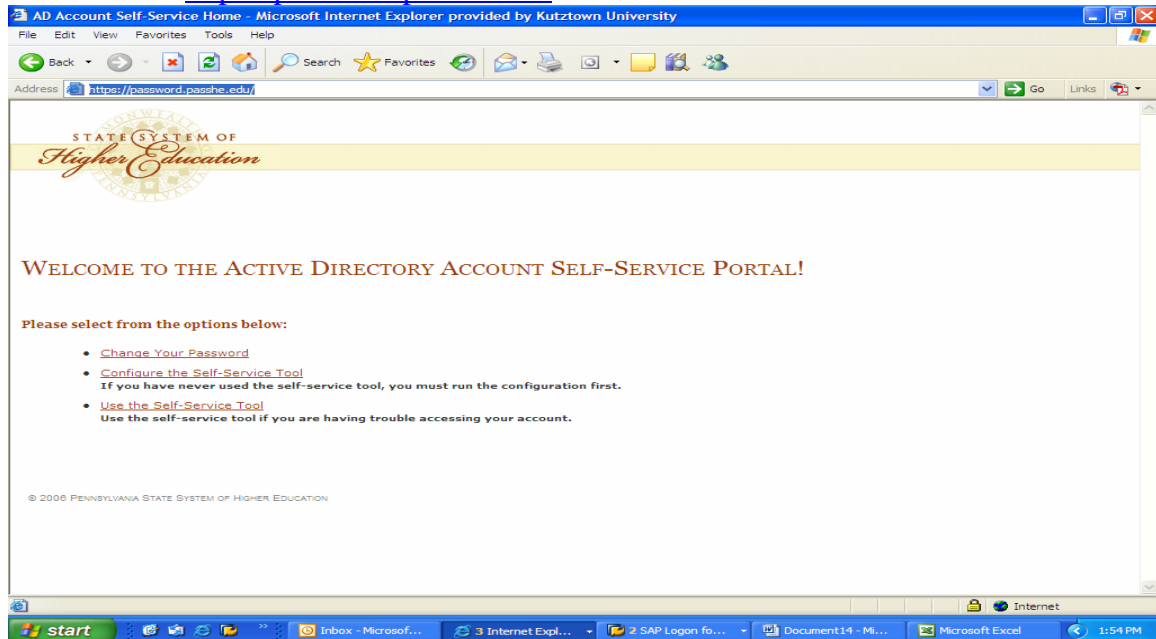


1. Once at the PASSHE site enter your username (with the “@KU”).
2. Enter your current (expired) password and click Log On.
3. You may be told your Password has expired (in red) and you need to change it.
 - a. Change (or create) your password following the parameters listed on the site. Enter your current (expired) password in as your password and then enter a newly created password twice.
 - i. If you get an error – be sure you are not using a proper name, your name or birthday – passwords must be **COMPLETELY** different from prior passwords (remember they expire every 90 days) so be prepared when choosing your password.
 - ii. If you continue to get an error that says your password can not be changed, and you are following all of the proper parameters – please contact the IT Help Center at 610-683-1511 or helpcenter@kutztown.edu.
 - b. You should get a response that says Password Changed (in green). You should now be able to set up your PASSHE Active Directory portal.

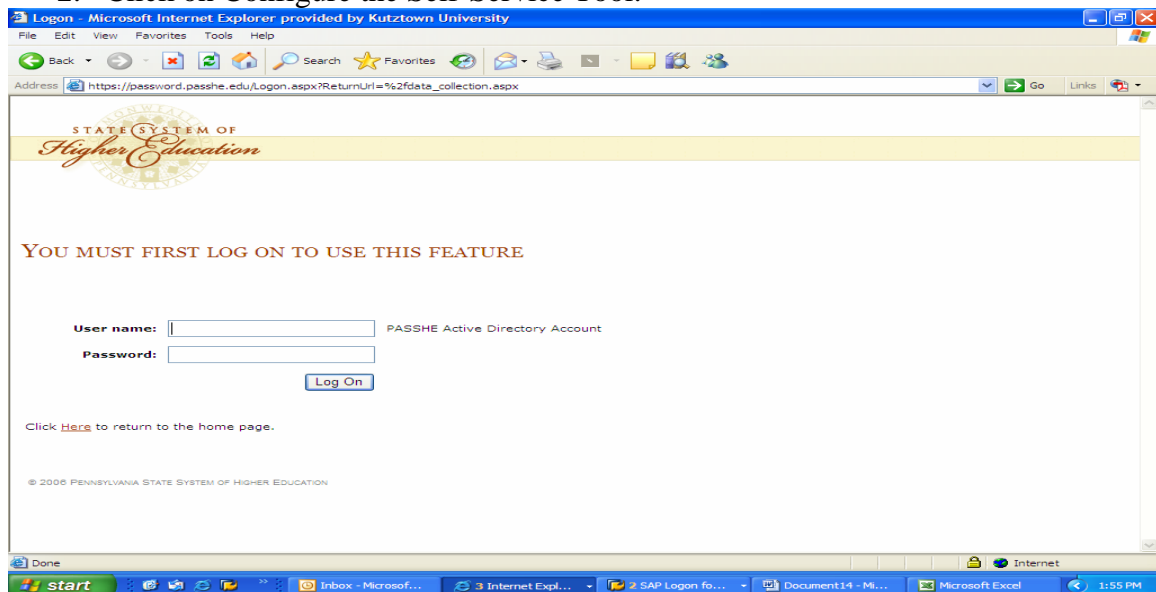
How do I set up my Active Directory Account on the Self-Serve Portal?

Once the employee's PASSHE username and password are set, the employee must create an Active Directory Account in the PASSHE Self-Service Portal. This allows employees to "reset" their PASSHE strong password on their own, or get a temporary one should they forget their current one.

1. Go to <https://password.passhe.edu/>



2. Click on Configure the Self-Service Tool.




3. Enter your PASSHE ID (include the "@KU" portion) and your strong password.
4. Follow the prompts listed by creating a 4 digit code (the site will suggest the last 4 digits of your social security number or any other number you will remember) and submitting questions and answers that will be used to confirm your identity.
5. You will receive a submission confirmation page to advise you that all was set up without error.

Confirmation Page - Microsoft Internet Explorer provided by Kutztown University

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Run Taskbar

Address <https://password.passhe.edu/Confirmation.aspx?Result=0> Go Links



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SUBMISSION CONFIRMATION

Thank you for submitting your personal information.
Your responses have been written to the database for use with the account self-service application and for verifying your identity when calling the help desk.
If you wish to use the self-service application, please click [here](#).
To return to the home page click [here](#).

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