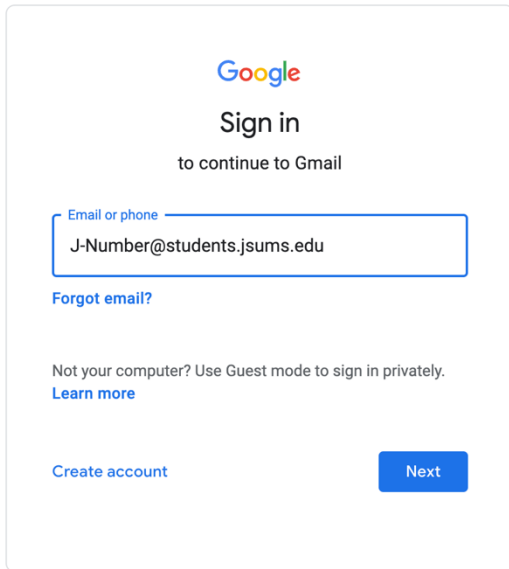


STEP 1



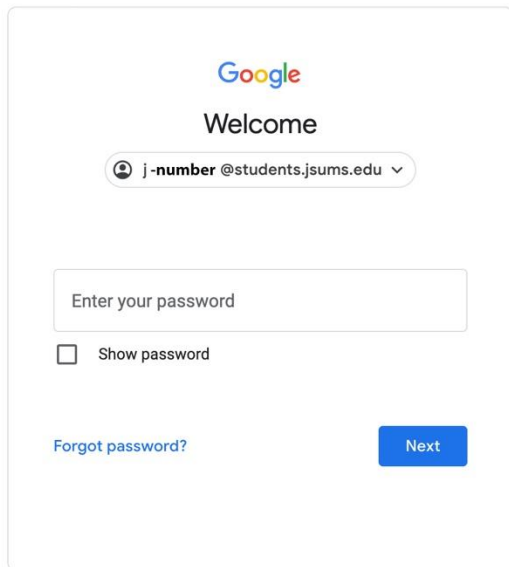
Access your JSU Google Email Account.

Open your browser and navigate to www.gmail.com

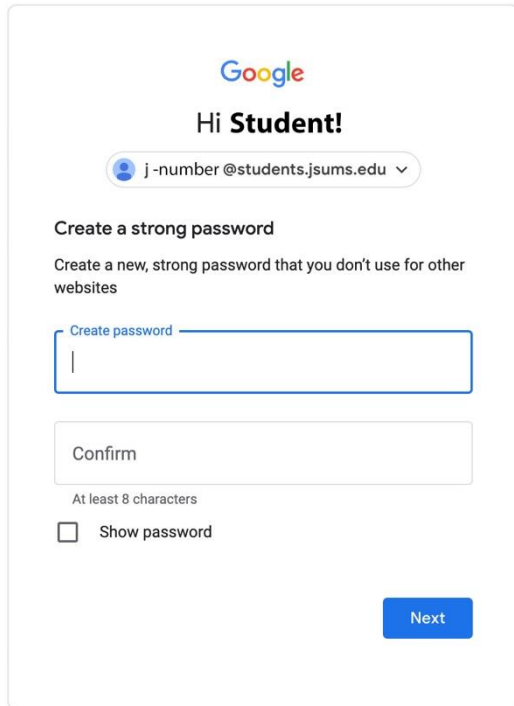


Enter your J-Number@students.jsums.edu in the Email or phone dialog box then press the Enter key or click the Next button.

NOTE: Faculty/Staff would enter J-Number@jsums.edu



Enter your default password. Your default password is your 8-digit date of birth (mmddyyyy).



The screenshot shows a Google account setup page for a student. At the top, it says "Google" and "Hi Student!". Below that, there's a dropdown menu showing "j-number@students.jsu.edu". The main section is titled "Create a strong password" and includes instructions: "Create a new, strong password that you don't use for other websites". There are two input fields: "Create password" and "Confirm". Below the "Confirm" field, it says "At least 8 characters". There is a checkbox labeled "Show password" and a blue "Next" button at the bottom right.

You will be prompted to change your default email password.

Enter your new (15) character password in both boxes then click the Next button.

NOTE: Your (15) character email password should include

- At least one capital letter
- Special Character (! \$% @# \$%^&* ,+?><)

Avoid using your name, social security number, date of birth, or J-Number.

Examples:

GO!!!Tiger092022
tiGer@09Roc%Special
t1geR@DTD9@#Djmj
tIger09!MonkYour



Enroll your Android or Apple device(s) in DUO Security

Check your **JSU Email** for the enrollment invitation. If you do not see the invitation, please call our Cyber Security department at 601-979-1005/6400.

NOTE: New Students may not receive the invitation from DUO. Go on to NetID setup.

STEP 2



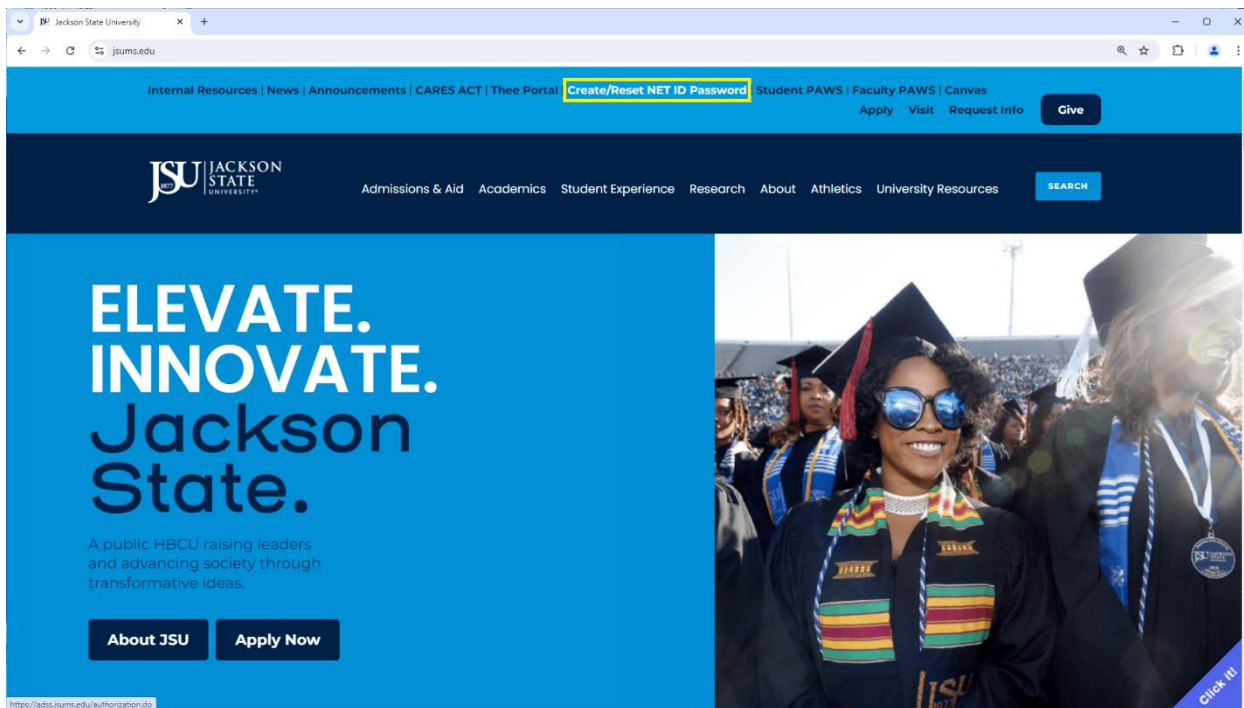
Activate/Reset your [NetID password](#).

The NetID is your J-Number and a (15) character password. It is used to access Student PAWS, Canvas, Library System, Open Access Computer Labs computers, and other university services and systems.

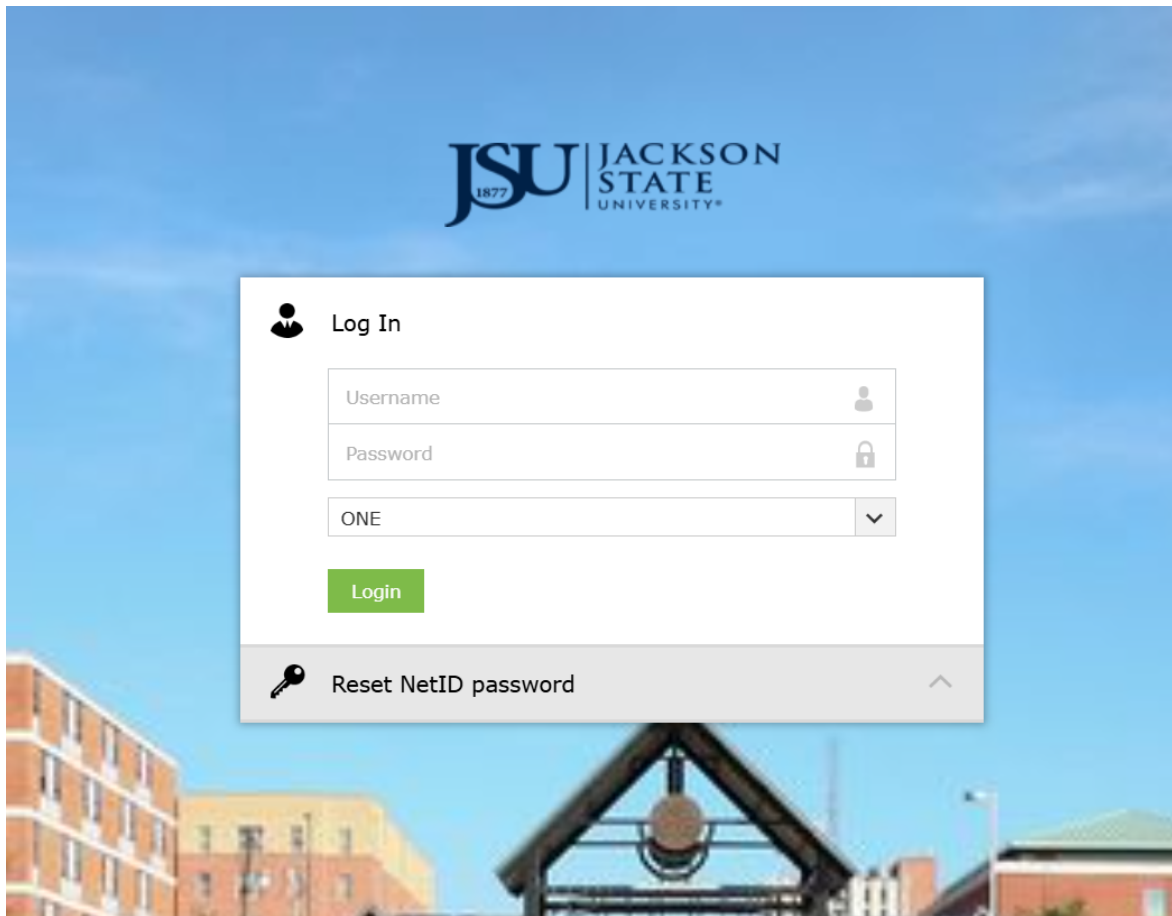
Mobile instructions are provided below as well.

Open your browser and go to the JSU homepage (www.jsu.edu).

Click the “**Create/Reset NetID Password**” link above to access the NetID password reset page as shown just below.

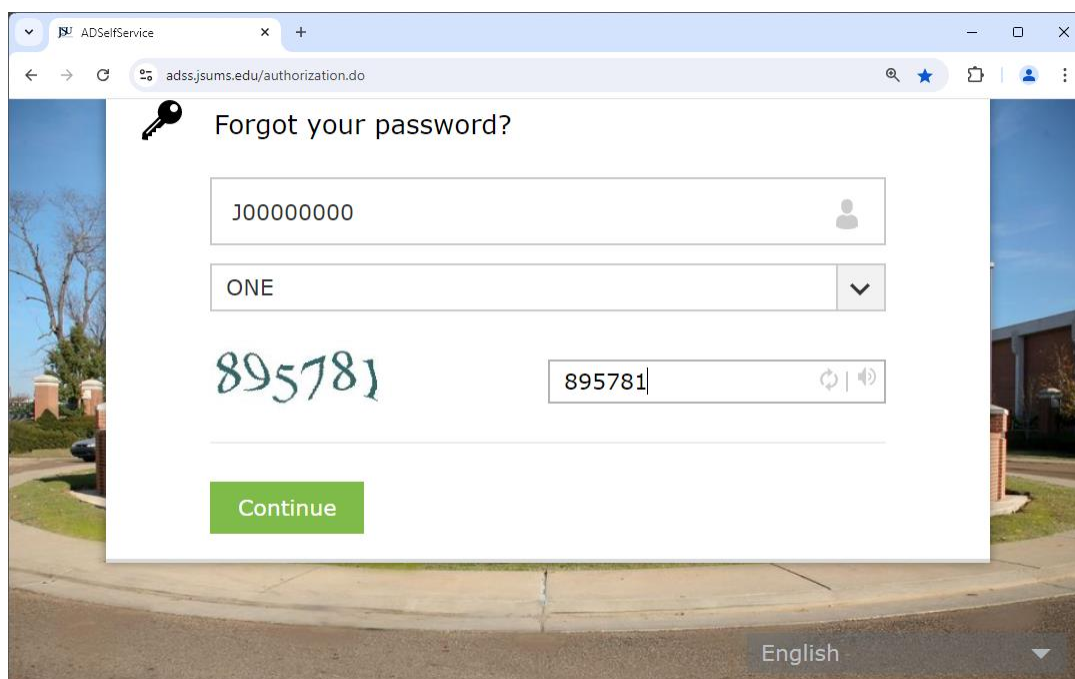


Click “Reset NetID password”



The image shows the JSU login and password reset interface. At the top, the JSU Jackson State University logo is displayed against a blue sky background. Below the logo is a white login box with a 'Log In' header and a user icon. The login box contains three input fields: 'Username' with a user icon, 'Password' with a lock icon, and a dropdown menu currently set to 'ONE'. A green 'Login' button is positioned below these fields. At the bottom of the login box is a grey bar with a key icon and the text 'Reset NetID password', followed by an upward-pointing arrow.

Enter your **JNNumber** for the username then enter the **(6) digits** then click the **Continue** button.



The image shows a web browser window with the URL 'adss.jsu.edu/authorization.do'. The page title is 'Forgot your password?' with a key icon. The form contains three input fields: the first is for the JNNumber, containing 'J00000000'; the second is a dropdown menu set to 'ONE'; and the third is for a 6-digit code, containing '895781'. Below the code field is a green 'Continue' button. At the bottom right of the page, there is a language selector set to 'English'.

Select **Email Verification** then enter the **(6) digits** then click the **Continue** button.

The screenshot shows a web browser window with the URL `adss.jsu.edu/accounts/authVerify?operation=reset`. The page header includes the JSU logo and the text "JACKSON STATE UNIVERSITY®". Below the header, there is a user profile icon, the text "(ONE)", a question mark icon, a clock icon showing "04:50", and a "Mobile Access" button. The main content area has the heading "Select one of the option below to prove your identity" and a subtext "This process helps us verify that it is indeed you who is requesting access". There is a radio button next to "Email Verification", which is selected. Below this, it says "Type the characters you see in the picture below." and shows a CAPTCHA image with the numbers "313173". A text input field contains "313173". At the bottom right, there are "Cancel" and "Continue" buttons.

Select your **student email address** then enter the **(6) digits** then click the **Continue** button.

The screenshot shows the same web browser window. The heading now is "Get a verification code via email". Below it, it says "Select your email address" and shows a dropdown menu with the selected email address "J00000000@students.jsu.edu". Below this, it says "Type the characters you see in the picture below." and shows a CAPTCHA image with the numbers "624174". A text input field contains "624174". At the bottom right, there are "Cancel" and "Continue" buttons.

Copy and paste the **Code** from email then enter the **(6) digits** then click the **Continue** button.

ADSelfService

adss.jsu.edu/accounts/auth/Verify?operation=reset

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1 (ONE) ? 04:14 Mobile Access

Verification code has been sent to J00000000@students.jsu.edu

Once you have received the code, Please enter it in the textbox below

92692660 Resend Code

Type the characters you see in the picture below.

813387

813387

Cancel Continue

Enter your **New Password** in both boxes then enter the **(6) digits** then click the **Continue** button.

ADSelfService

adss.jsu.edu/accounts/auth/Verify?operation=reset

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1 (ONE) ? 04:24 Mobile Access

Reset Password

* New Password

* Confirm New Password

- The minimum password age is 1
- The maximum password age is 182
- The minimum password length is 15
- No. of passwords remembered is 24
- The password complexity property is enabled

Type the characters you see in the picture below.

944985

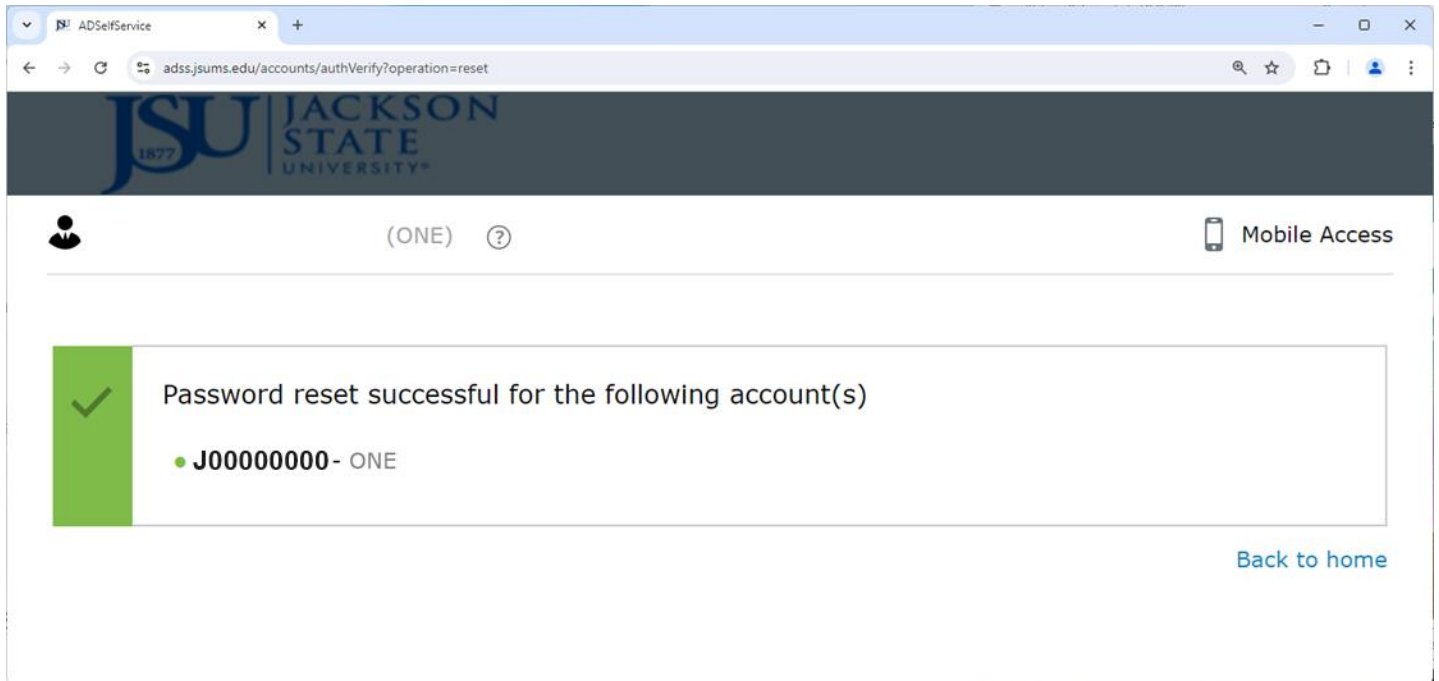
944985

Cancel Reset Password

Your password must be at least (15) characters and include an upper case letter, lower case letter, number, and special character (!@#\$%^&* ())

Do not include your name, initials, social, phone number, etc.

Your password has been reset successfully.



Close the NetID password system.

Open a new browser window.

Go to the JSU homepage by typing www.jsu.edu

Click TheePortal and sign in.

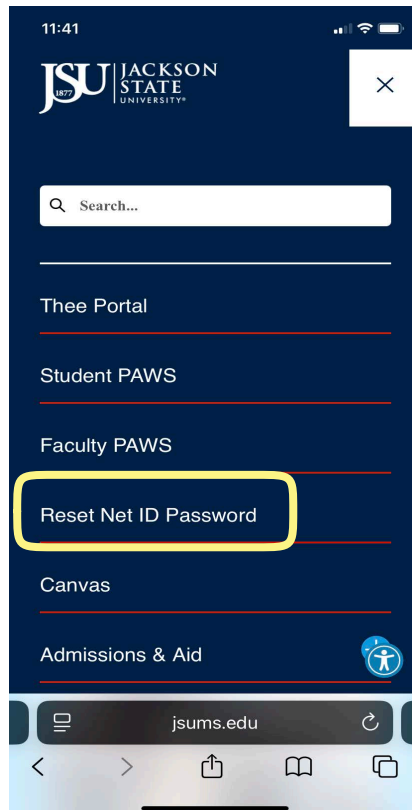
Mobile Instructions on the next page.

Do not use the mobile instructions if you are using a desktop computer and or have already reset your NetID password.

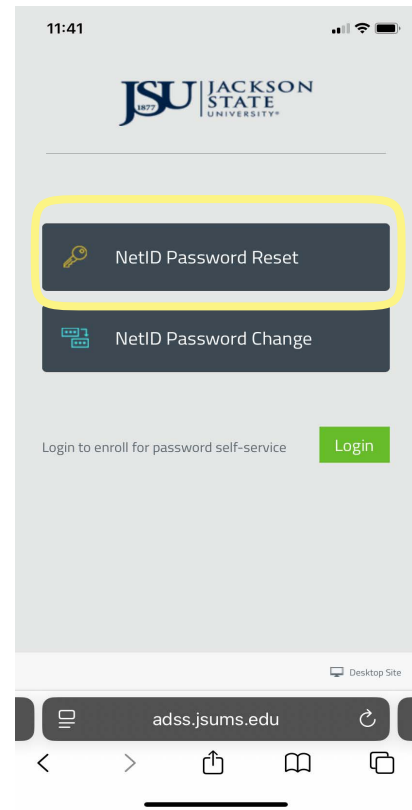
Select the **mobile** menu.



Select **Net ID**



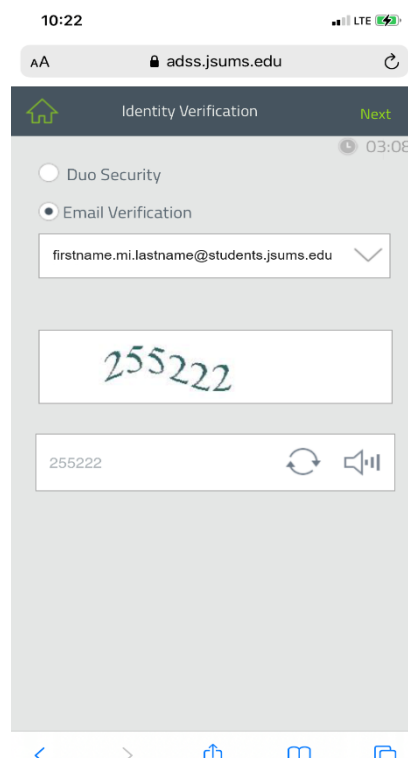
Select **Password Reset**



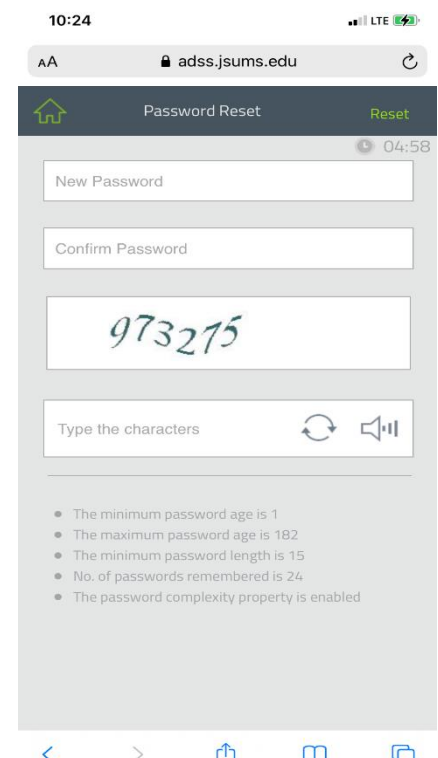
Enter your **JNumber** and **6 digits**



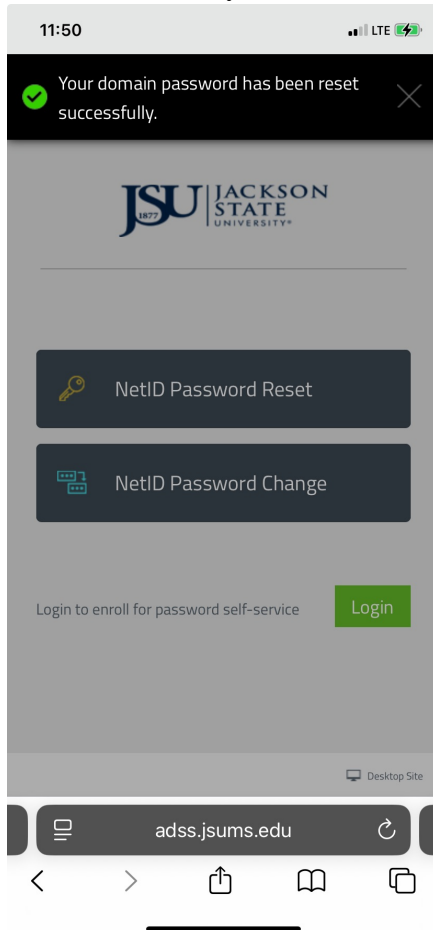
Select your email address and enter the **6 digits**



Enter your New Password and enter the **6 digits**



Your NetID password has been
reset successfully.



Close the NetID password system.

Open a new browser window.

Go to the JSU homepage by typing www.jsums.edu

Click TheePortal and sign in.