Password Reset

- From One Stop or the initial registration login, student should click on ‘get my username’ to retrieve this information if you do not have your username.

- Go to this webpage www.uc.edu/pss (NOTE: do not click on the PSS link on the login page mentioned above= this is not the webpage you will need)

  o Log in with the username and the initial default password: Uc!MMDDYEAR (MMDDYEAR = Student’s Date of Birth)

  o Answer the Password Self-Service security questions and click on ‘SUBMIT’
    - You should see in red text near the top center of the page that ‘security questions have been successfully submitted’

  o Click on ‘Change Password’ in top left corner of webpage

  o Enter Uc!MMDDYEAR default in first text box (old password text box) + new desired password in the next 2 text boxes and click on ‘SUBMIT’ Please note password requirements.
    - Student should see in red text near the top center of the page that password has been successfully changed

- DONE! Password will now function for purposes of Registration!
  - Student’s Blackboard and UC Email accounts may/may not be functional at this time for up to 1 day.

- Return to One Stop, click on ‘MY CLASSES’ and click on ‘Register for Classes’, etc.

At anytime you need assistance with resetting your password contact the help desk at 513-556-HELP (4357)