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CIT Password Portal

This system allows you to reset your password, unlock your account or change your current CIT password. If you need further assistance, please contact your [Lab or Program IT Help Desk](#).

When creating a new password, choose it carefully as it will authenticate you to many systems throughout the organization.

You can generally create a strong and memorable password or passphrase by building acronyms from a phrase or sentence, or taking multiple words together with both uppercase and lowercase letters, while mixing symbols and numbers **inside the words**, not just between them or at the ends. **Longer is stronger**, so the preference is to use more characters rather than more symbols.

*** Select an option from the menu below to begin. ***

	Enroll You must enroll into this system before you can use it to reset your password or unlock your account.
	Reset You will need to reset your password if you have forgotten it. You must be enrolled to use this option.
	Unlock You will need to unlock your account if you entered the wrong password too many times. You must be enrolled to use this option.
	Change You can change your password if you know your current password. You do not have to be enrolled to use this option.

-How To Enroll-

-IMPORTANT:

All UCAR Staff are encouraged to Enroll. In order to Reset your password or Unlock your account, you must first Enroll in the CIT Password Portal.

-Select <Enroll>

CIT Password Portal



Enroll

Enter your username and password to confirm your identity. You cannot enroll if you have forgotten your password, or if your account is locked.

Enter a secure email address for an account different than your UCAR email to receive the verification code needed to reset your password or unlock your account.

Select questions from the options below and enter your answers. Try to choose questions that only you know the answers to. For added security, you may choose the numbered questions at the top of the list and provide any answers you wish, making it much less likely that other people will guess them.

Username

Domain

Password

non-UCAR Email

Question 1

Answer

Question 2

Answer

Question 3

Answer

Next

Cancel

-Complete each field with required information

-Your Username is the first part of your email address before the “@ucar.edu”

-Answers must be four or more alphanumeric characters

-Select <Next>

CIT Password Portal



Finished

You can now use this system to reset your password and unlock your account.

OK

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-A confirmation email will be sent to the non-UCAR email address you entered in the Enrollment section and also to your UCAR email address

-Select <OK>

CIT Password Portal

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When creating a new password, choose it carefully as it will authenticate you to many systems throughout the organization.

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*** Select an option from the menu below to begin. ***



Enroll

You must enroll into this system before you can use it to reset your password or unlock your account.



Reset

You will need to reset your password if you have forgotten it. You must be enrolled to use this option.



Unlock

You will need to unlock your account if you entered the wrong password too many times. You must be enrolled to use this option.



Change

You can change your password if you know your current password. You do not have to be enrolled to use this option.

-How To Reset Your Password-

-Select <Reset>

CIT Password Portal



Reset

Enter your username and then click Next to continue.

Use the reset feature if you have forgotten your password. If you know your password and would like to change it, then use the [change](#) feature instead.

Username

Domain

Next

Cancel

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-Type in your Username

-Your Username is the first part of your email address before the “@ucar.edu”

-Select <Next>

CIT Password Portal



Reset

Answer the question below to confirm your identity. Your answer must match the answer you gave when you enrolled.

You may need to answer additional questions before your password is reset. Do not leave your computer until your password is reset. If you must leave your computer, click Cancel first.

Username

Domain CIT

Question 1 **Make or model of my boyfriend's/girlfriend's car in high school?**

Answer

Next

Cancel

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-Type in your answer

-Select <Next>

-Continue to answer all three questions

CIT Password Portal



Reset

A verification code was sent to your enrolled email address. Enter the verification code below.

Do not leave your computer until your password is reset. If you must leave your computer, click Cancel first.

Username

Domain **CIT**

Code

Next

Cancel

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-A Verification Code will be sent to the non-UCAR email address you entered in the Enrollment section

-Once the Verification Code has been sent, it will expire after five minutes

-Type in the Verification Code

-Select <Next>

CIT Password Portal



Reset

Enter your new password in the text boxes below.

Your new password must:

- not match one of your last 24 passwords
- not be similar to common passwords
- not match one on a readily available list of compromised passwords
- contain an upper alpha character
- contain a lower alpha character
- contain a numeric character
- contain a special character
- not contain a keyboard pattern like qwerty
- not contain a character pattern like abcde
- not contain a repeating pattern like abcabc
- not contain a repeating character like aaa
- contain at least 9 characters
- contain at least 5 unique characters

You may not have to comply with all these rules if your password contains 15 or more characters.

Do not leave your computer until your password is reset. If you must leave your computer, click Cancel first.

Username

Domain CIT

New Password

Confirm Password

Next

Cancel

-Type in your new password

-Confirm your new password

-Select <Next>

CIT Password Portal



Finished

You can now logon with your new password.

OK

-A confirmation email will be sent to the non-UCAR email address you entered in the Enrollment section and also to your UCAR email address

-Select <OK>

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CIT Password Portal

This system allows you to reset your password, unlock your account or change your current CIT password. If you need further assistance, please contact your [Lab or Program IT Help Desk](#).

When creating a new password, choose it carefully as it will authenticate you to many systems throughout the organization.

You can generally create a strong and memorable password or passphrase by building acronyms from a phrase or sentence, or taking multiple words together with both uppercase and lowercase letters, while mixing symbols and numbers **inside the words**, not just between them or at the ends. **Longer is stronger**, so the preference is to use more characters rather than more symbols.

*** Select an option from the menu below to begin. ***



Enroll

You must enroll into this system before you can use it to reset your password or unlock your account.



Reset

You will need to reset your password if you have forgotten it. You must be enrolled to use this option.



Unlock

You will need to unlock your account if you entered the wrong password too many times. You must be enrolled to use this option.



Change

You can change your password if you know your current password. You do not have to be enrolled to use this option.

-How To Unlock Your Account-

-Select <Unlock>

CIT Password Portal



Unlock

Enter your username and then click Next to continue.

Use the unlock feature if you know your password and your account is locked. If you have forgotten your password and would like to change it, then use the [reset](#) feature instead. Resetting your password will also unlock your account.

Username

Domain

Next

Cancel

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-Type in your Username

-Your Username is the first part of your email address before the “@ucar.edu”

-Select <Next>

CIT Password Portal



Unlock

Answer the question below to confirm your identity. Your answer must match the answer you gave when you enrolled.

You may need to answer additional questions before your account is unlocked. Do not leave your computer until your account is unlocked. If you must leave your computer, click Cancel first.

Username

Domain CIT

Question 1 **Make or model of my boyfriend's/girlfriend's car in high school?**

Answer

Next

Cancel

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-Type in your answer

-Select <Next>

-Continue to answer all three questions

CIT Password Portal



Unlock

A verification code was sent to your enrolled email address. Enter the verification code below.

Do not leave your computer until your account is unlocked. If you must leave your computer, click Cancel first.

Username

Domain CIT

Code

Next

Cancel

-A Verification Code will be sent to the non-UCAR email address you entered in the Enrollment section

-Once the Verification Code has been sent, it will expire after five minutes

-Type in the Verification Code

-Select <Next>

CIT Password Portal



Finished

You can now logon.

You can also [reset](#) your password if you have forgotten it.

OK

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-A confirmation email will be sent to the non-UCAR email address you entered in the Enrollment section and also to your UCAR email address

-Select <OK>

CIT Password Portal

This system allows you to reset your password, unlock your account or change your current CIT password. If you need further assistance, please contact your [Lab or Program IT Help Desk](#).

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*** Select an option from the menu below to begin. ***



Enroll

You must enroll into this system before you can use it to reset your password or unlock your account.



Reset

You will need to reset your password if you have forgotten it. You must be enrolled to use this option.



Unlock

You will need to unlock your account if you entered the wrong password too many times. You must be enrolled to use this option.



Change

You can change your password if you know your current password. You do not have to be enrolled to use this option.

-How To Change Your Password-

-Select <Change>

CIT Password Portal



Change

Enter your username and then click Next to continue.

Use the change feature to change a known password. If you have forgotten your password and would like to change it, then use the [reset](#) feature instead.

Username

Domain

Next

Cancel

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-Type in your Username

-Your Username is the first part of your email address before the “@ucar.edu”

-Select <Next>

CIT Password Portal



Change

Enter your old and new passwords in the text boxes below.

Username

Domain **CIT**

Old Password

New Password

Confirm Password

Next

Cancel

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- Type in your old password
- Type in your new password
- Confirm your new password
- Select <Next>

CIT Password Portal



Finished

You can now logon with your new password.

OK

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-A confirmation email will be sent to the non-UCAR email address you entered in the Enrollment section and also to your UCAR email address

-Select <OK>