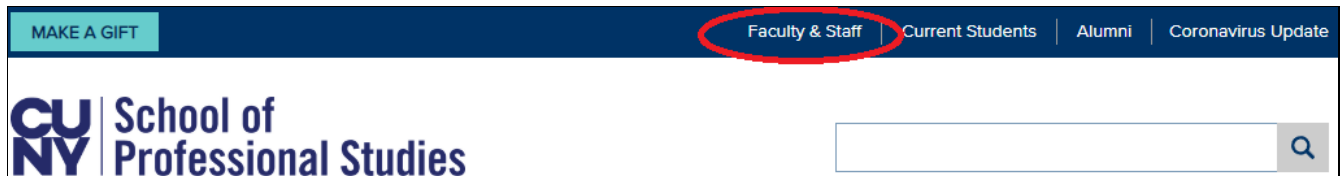


## Net ID Password Manager Instructions

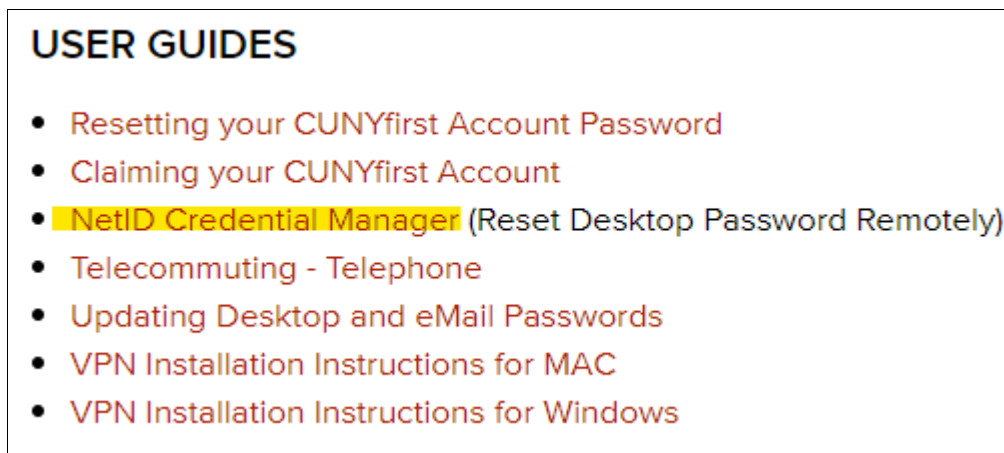
Net ID allows you to manage and configure your CUNY SPS password. Please follow the instructions below to configure your Net ID account.

To create your secure user profile, you will need to:

1. Access the NetID portal by selecting the [Faculty & Staff](#) resources link located on the upper right-hand corner of the main [CUNY SPS webpage](#).



2. Scroll down to User Guides and select the **NetID Password Manager** link.



3. Enter your desktop username:

Format: sps\firstname.lastname

Example: sps\robert.smith






Enter your user name (for example, domain\username or username@domain):

Select **OK** to continue

4. Select the My Questions and Answers Option

Home

Welcome, Ryan Davila. If you are not Ryan Davila, [click here](#).  
Configure your profile and manage your passwords by using the tasks below.

-  **Manage My Profile**  
Manage my profile with Password Manager.
-  **Forgot My Password**  
Set your new password by answering a series of private questions.
-  **Manage My Passwords**  
If you know your current password, you can securely change all your passwords.
-  **My Notifications**  
Select events that you want to be notified about, such as when your password is changed or your account is unlocked.
-  **My Questions and Answers Profile**  
Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.

5. Enter your current desktop password and select Next

My Questions and Answers Profile (Ryan Davila)

To proceed, enter your password.

Password:

6. After selecting next you will be redirected to the Security Questions page. After inputting your answers select next.
7. Once you have created your profile, you will receive a confirmation email that you have successfully completed the account creation process.

If you have any questions or concerns, please contact the CUNY SPS Help Desk at the contact Information listed below.

**SPS Helpdesk Contact Information**

Email: [helpdesk@sps.cuny.edu](mailto:helpdesk@sps.cuny.edu) Phone: 646.664.8592