Instructions for Configuring your Credential Manager Account

Welcome to the CUNY School of Professional Studies NetID Password Manager System. This program will allow you to remotely manage your CUNY SPS password without assistance from the Help Desk. Here are a few scenarios where you would use CMS once you have created your account:

1. When you attempt to sign onto your desktop computer if you work at either 101 or 119 W. 31st Street and you forgot your password.
2. You are away from your workstation and require a password reset to VPN on your CUNY SPS issued laptop.
3. You are a staff or faculty not working at the main campus who will be using the new HR Assist program to fill out your time sheet.

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. Select NetID Password Manager

3. Enter your desktop username:

   “sps\” + “firstname.lastname”  Example: sps\robert.smith
4. Select the My Question and Answers Profile

5. Enter your current desktop password:

6. You will be prompted to select and record responses to a series of challenge questions

7. Once you have created your profile, you will receive a confirmation email that you have successfully completed the account creation process.
8. You now have the ability to reset your desktop password remotely if your password expires while you are off campus.

If you have any questions or require further assistance, please feel free to contact the CUNY SPS Help Desk at helpdesk@sps.cuny.edu or 646.664.8592.