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Self-Service Password Tool

Prairie State College offers a self-service tool for users to change their own password. The online tool is available 24/7, 365 days a year. In short, by enrolling in this tool, you'll provide information that can be used to verify your identity so that you can change your password.

Enrolling in the Self-Service Tool

1. Go to https://password.prairiestate.edu
2. Enter your PSC username and password.
3. Enter the verification code.
4. Click Login.
5. Select the type of validation that you want to use:
   a. **Security Question**: Create security questions that you have to answer to be able to reset your password.
      i. Select the **Security Questions** tab.
      ii. Select your questions and enter the appropriate answers.

   b. **Verification Code**: Have a verification code sent to your cell phone or alternate email address to be able to reset your password.
      i. Select the **Verification Code** tab.
      ii. Enter your cell phone number and/or a personal email address.

   **Note**: Do **not** use your PSC email address as the address in the Self-Service Tool. If you can’t log into your accounts, you will not be able to access the password reset email.

6. Click **Enroll** at the bottom of the screen and you are ready to use the Self-Service Tool.
Changing Your Password

In the event that your password has expired, or you have forgotten your password, you can reset it using the Self-Service Tool from anywhere on the Internet.

1. Go to https://password.prairiestate.edu
2. Click Reset Password on the right side of the screen.

3. Enter your PSC username.

4. Select the validation method you setup when enrolling in the Self-Service Tool.
5. For **cell phone or email verification**, enter the code received in the email/text message.

6. For **security question verification**, enter the appropriate answers for the questions.

7. Follow the prompts to change your password.