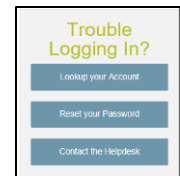
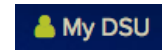


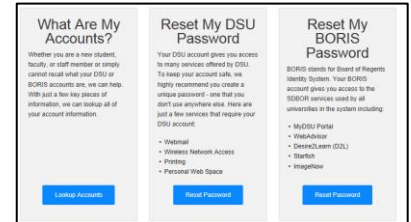
Resetting DSU Network and BORIS (WebAdvisor, D2L, and Portal) Passwords

1. On the DSU home page, dsu.edu, click the MyDSU link in the top right corner. Under **Trouble Logging In**, click on the **Reset your Password** button.



2. What are My Accounts?

- Under **What are My Accounts**, click the **Lookup Accounts** button.
- Enter your Colleague ID or last 4 digits of SSN, last name, and birth date.
- Record/Print your BORIS and DSU Network user names and email address. **Select Start Over**

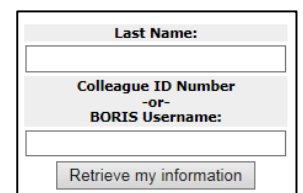


3. Reset My DSU Network Password (webmail, wireless, printing, workspace)

- Under **Reset My DSU Network Password**, click on **Reset Password**
- Enter the last 4 digits of your SSN, last name, and birth date.
- Set password. Submit. A reset successful message will display. **Select Start Over.**

4. Reset your BORIS (MyDSU Portal, WebAdvisor, D2L, Starfish) Password

- Under **Reset My BORIS Password**, click on **Reset Password**.
- Enter your last name and Colleague ID or BORIS username noted from above.
- Click **Retrieve my information**
- Note your user name given at the top and select your DSU email account. This is the email account containing the link to reset your password.
- Click **Send me a link to reset my password**.



5. Log into your DSU webmail email account.

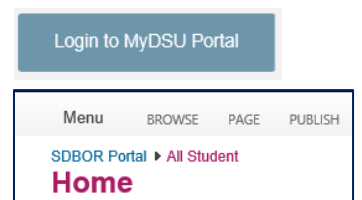
- Access this site in a web browser <https://webmail.dsu.edu> or from the MyDSU page under the **Links for Former Students**, the Webmail option.
- Enter your Domain\user name as noted from the Lookup Account step.
- Use the password you chose in the Reset My DSU Network password step.
- In your DSU email account, locate and open the email titled "Password Reset Link". Click on the link contained in the email.
- Enter the BORIS username that you noted above and set a new BORIS password. The BORIS password must be at least 6 characters but no longer than 15 and must contain a number.



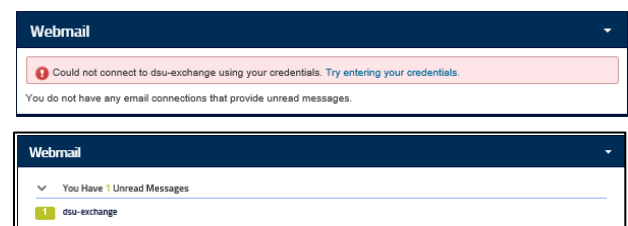
This is the password you will use on future logins to WebAdvisor, D2L, and the MyDSU portal.

6. Log into the MyDSU Portal. (For Mac OS X, use a browser other than Safari.)

- Access dsu.edu and click on "MyDSU." Then, click on **Login to MyDSU Portal**.
- Enter your BORIS username and password set in the BORIS password step above.
- Click on the DSU icon or Menu -> DSU Student -> DSU Student Home.
- Click on **Try Entering Your Credentials** in the **Webmail** web part.
- Enter your DSU network username and password as prompted (ex, bajones).



A message will display showing unread messages. Click on the **dsu-exchange** link to access Webmail.



If you need help with your login information, you can either access the "Trouble logging in?" area on the MyDSU page or email mydsuportal@dsu.edu.