Portal Guard Self Service- Cuesta College Account Login &	Management
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Reset Your Password or Unlock your Account

- 1. Go to the Cuesta website (https://www.cuesta.edu)
- 2. Select the *myCuesta* link



3. From the login window, enter your username, then select the Forgot Password? link

CUESTA	harry_potter		×
COLLEGE	Password		
Please use your myCuesta username and password login, example chris_cougar	i to		
By continuing to use this site, you agree to abide b Cuesta Network Use Policies: BP 3720 and AP 3720	y the		
argo: Change Change	Password	Login	

- 4. Choose a recovery option, then select *Continue*:
 - a. Select the *Unlock Account* option if you think you know your password but have been locked out
 - b. Select the *Reset Forgotten Password* option, if you cannot remember your password

EN	ID-USER SELF SERVICE
Please choose an action and cl	ick the button below to continue.
Username	harry_potter
ſ	Recovery Actions Available
	Reset Forgotten Password
Centinue	Concel
Condinue	Cancer
200	

5. Select the method you would like to use for authentication:



- a. Select 2 Challenge Answers to answer 2 security questions
- b. Select **One Time Passcode (OTP)** to have an OTP sent to either your personal email address or texted to a mobile phone number.
 - i. To change where the OTP is being sent to, select Problems with the OTP?

EN	ID-USER SELF SERVICE	
A One Time Passcode (OTP) has b xxx-xxx-5146 It could take 10 to 15 seconds to be button to continue.	een sent to your phone: delivered. Upon receipt, please enter the OTP belov	v and click the
Username	harry_potter	
Requested Action	Unlock Account	
One Time Passcode	Problems with the OTP?	
Continue	Cancel	

Note: Available options will vary depending on what you have setup for your account, see page 3 for directions on managing your account.

6. Select the Try to Continue logging in link or reset your password using the password complexity rules provided.

Account Unlocke	Successfu	ully	
inked Account Statu			
Syst	em	Username	Success
prodmy_LDAP		carrie_buhl	~
Active Directory		carrie buhl	
in to confine logging i	n ND-USER SI	ELF SERVICE	
Try to contribute logging i	ND-USER SI	ELF SERVICE	
Try to co thus logging i	D ND-USER SI n the fields below.	ELF SERVICE	
Try to contrine logging 1	ND-USER SI the fields below: ules	ELF SERVICE	
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New Password

Change your password

- 1. Go to the <u>Cuesta website</u> (<u>https://www.cuesta.edu</u>)
- 2. Select the *myCuesta* link



3. From the login window, enter your username, then select the *Change Password* link



4. Enter your password, then select Continue

	CHANGE PASSWC	ORD
Please provide your current passwo	rd then click the 'Continue' be	utton
Username	carrie_buhl	
Password	1	
Continue		Cancel

5. Use the *Password Complexity Rules* to create a new password, Confirm the new password by re-tying it, then select *Continue*



6. Select Continue logging in.

Note: If you do not receive two green checkmarks, email <u>usersupport@cuesta.edu</u> for assistance, do not continue.

assword Successfully Set		
inked Account Status		Guerrage
system	Username	Success
prodmy_LDAP	carrie_buhi	~
Active Directory	carrie buhi	-

Manage Your Account

- 1. Go to the Cuesta website (https://www.cuesta.edu)
- 2. Select the *myCuesta* link

s//www.cuesta.edu/		
×		
Favorites Tools Help		
	MyQuesta	Canvas 🖄 Find Classes Lib
	CUESTA	
	E Correct	

3. Select My Account



- 4. Select the section and select the appropriate link to update your account information.
 - a. Account Details & Activity Provides recent account activity. Use the Change Now link to change your password
 - b. **Challenge Questions** used to authenticate your identity by answering questions when unlocking your account or updating your password.
 - c. **Email Address** used to receive a One Time Passcode (OTP) when unlocking your account or updating your password
 - d. **Enable/Disable Multifactor** Optional feature to use for increased security. Choosing to enable will require you to perform an additional authentication step when logging into your account.
 - e. **(OTP) Delivery Methods** use this section to elect how you receive your OTP when accessing your account or updating your password
 - f. **Registered phones** used to receive a One Time Passcode (OTP) when unlocking or your account or updating your password.
 - g. **Mobile Authenticator** Optional feature that allows you to authenticate via an app as opposed to receiving a OTP via email or text

CUESTA AC	count Management	Logged in as	Log_Out myCuesta
Account Details & Activity			
Account Details 8	Activity		
Password Expires On:	(Never) Change now		
Last Login: Last Password Change: Last Password Reset.	1/03/2019, 1:28:32 PM 1/03/2019, 11:58:40 AM [Never]		
Challenge Questions			
Registered Email Address			
Linked Accounts			
Enable/Disable Multi-Factor			
OTP Delivery Methods			
Registered Phones			
Mobile Authenticator			