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IMPORTANT:
All UCAR Staff are encouraged to Enroll. In order to Reset your password or Unlock your account, you must first Enroll in the CIT Password Portal.

-Select <Enroll>
Complete each field with required information

- Your Username is the first part of your email address before the “@ucar.edu”

- Answers must be four or more alphanumeric characters

- Select <Next>
-A confirmation email will be sent to the non-UCAR email address you entered in the Enrollment section and also to your UCAR email address

-Select <OK>
-How To Reset Your Password-

-Select <Reset>
-Type in your Username

-Your Username is the first part of your email address before the "@ucar.edu"

-Select <Next>
-Type in your answer

-Select <Next>

-Continue to answer all three questions
A Verification Code will be sent to the non-UCAR email address you entered in the Enrollment section.

Once the Verification Code has been sent, it will expire after five minutes.

Type in the Verification Code.

Select <Next>.
- Type in your new password
- Confirm your new password
- Select <Next>
A confirmation email will be sent to the non-UCAR email address you entered in the Enrollment section and also to your UCAR email address.

-Select <OK>
How To Unlock Your Account

Select <Unlock>
- Type in your Username

- Your Username is the first part of your email address before the “@ucar.edu”

- Select <Next>
Unlock
Answer the question below to confirm your identity. Your answer must match the answer you gave when you enrolled.

You may need to answer additional questions before your account is unlocked. Do not leave your computer until your account is unlocked. If you must leave your computer, click Cancel first.

Username
Domain: CIT

Question 1: Make or model of my boyfriend's/girlfriend's car in high school?
Answer: 

- Type in your answer
- Select <Next>
- Continue to answer all three questions
A Verification Code will be sent to the non-UCAR email address you entered in the Enrollment section.

Once the Verification Code has been sent, it will expire after five minutes.

Type in the Verification Code.

Select <Next>.
A confirmation email will be sent to the non-UCAR email address you entered in the Enrollment section and also to your UCAR email address.

Select <OK>
How To Change Your Password

Select <Change>
-Type in your Username

-Your Username is the first part of your email address before the “@ucar.edu”

-Select <Next>
How To Change Your Password

- Type in your old password
- Type in your new password
- Confirm your new password
- Select <Next>
-A confirmation email will be sent to the non-UCAR email address you entered in the Enrollment section and also to your UCAR email address

-Select <OK>