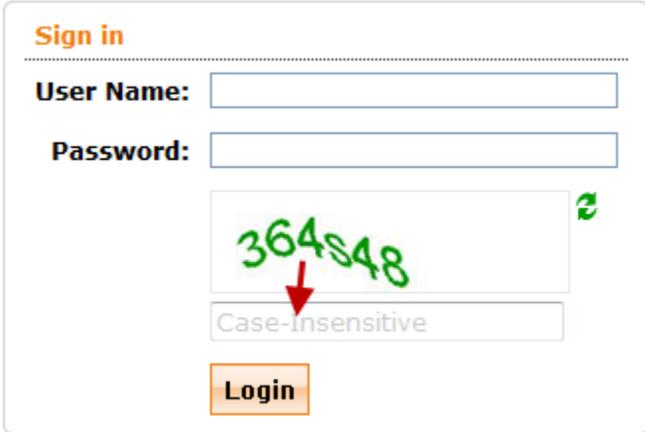


## How to change your password using the GSU Portal

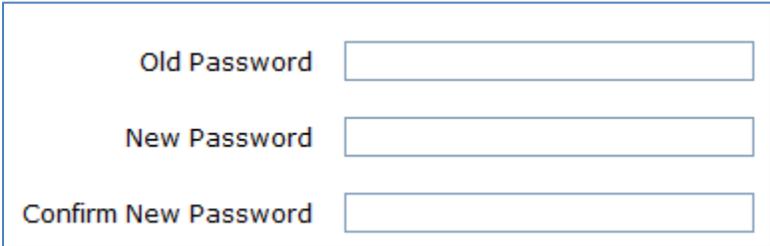
1. Login to the GSU portal at <http://mygovst.govst.edu>
2. For **faculty and staff** select Forgot or change password on the right side
3. For **students** select Reset your password here located in the middle of the screen
4. Login using your current user name and password. You must also type in the security word that is on your screen



The screenshot shows a "Sign in" form with the following elements:

- Sign in** (orange text)
- User Name:**
- Password:**
- A security word input field containing "364s48" in green, with a red arrow pointing to it from below.
- A "Case-Insensitive" checkbox.
- A **Login** button.

5. Type in your **old password**, than your **new password**, and then **confirm new password**



The screenshot shows a password change form with three input fields:

- Old Password**
- New Password**
- Confirm New Password**

6. Select OK

7. You should see this Successfully Changed upon successful completion

If you have any additional questions or need additional assistance please contact the Help Desk at 708-534-4357 or at [helpdesk@govst.edu](mailto:helpdesk@govst.edu). You can also enter your own ticket at [helpdesk.govst.edu](http://helpdesk.govst.edu).