

# User Guide

for

# Resetting CAMBSED Passwords

**Produced by:** System Support  
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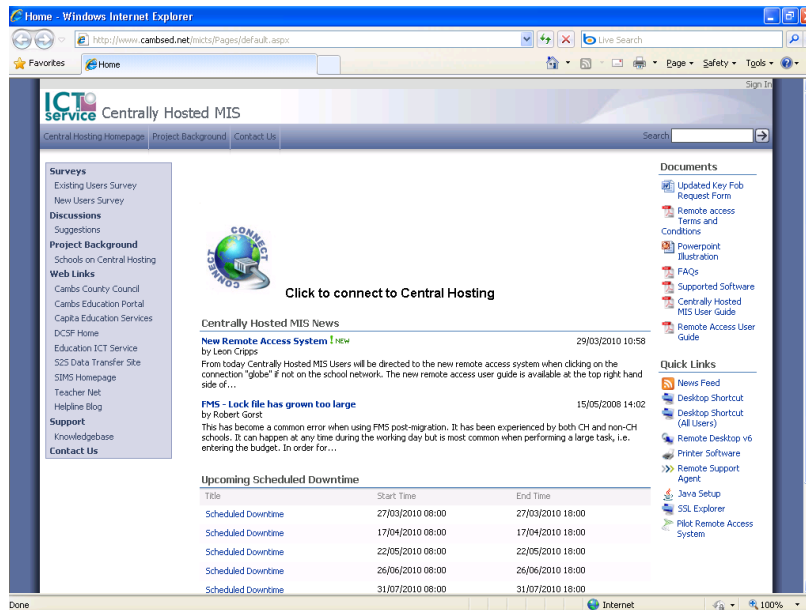


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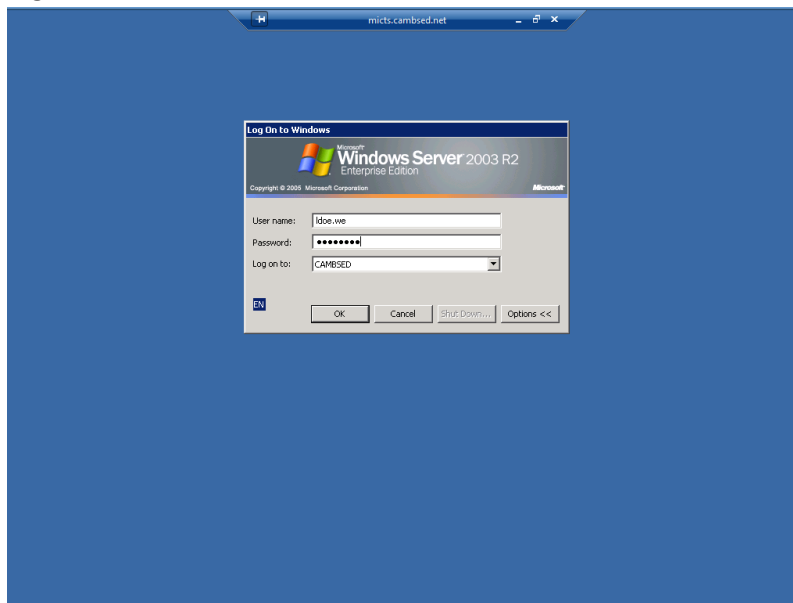
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# Resetting Passwords using CH MIS

1. Either:
  - a. Open Internet Explorer and navigate to <http://chmis.cambsed.net>
  - b. Click on the Central Hosting shortcut on the desktop (if one has been setup)
2. Click on the globe



3. Login to CHMIS



4. If your password has expired, you will be prompted to change your password:

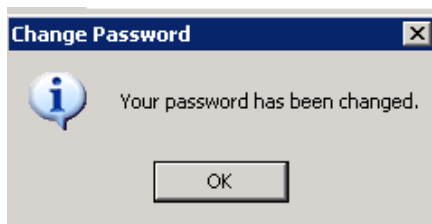
a. Click OK



b. Enter your new password in the new password box, and then enter the password again in the Confirm New Password box, then click OK

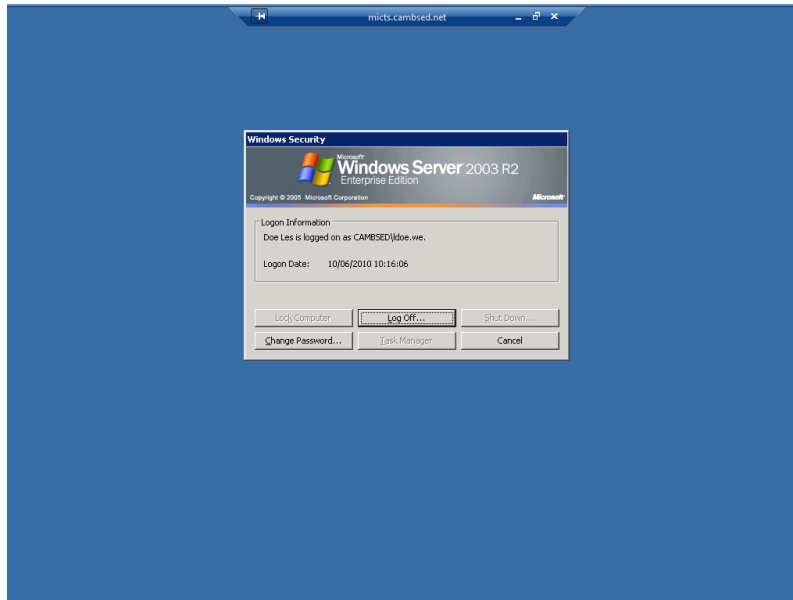


c. Click OK

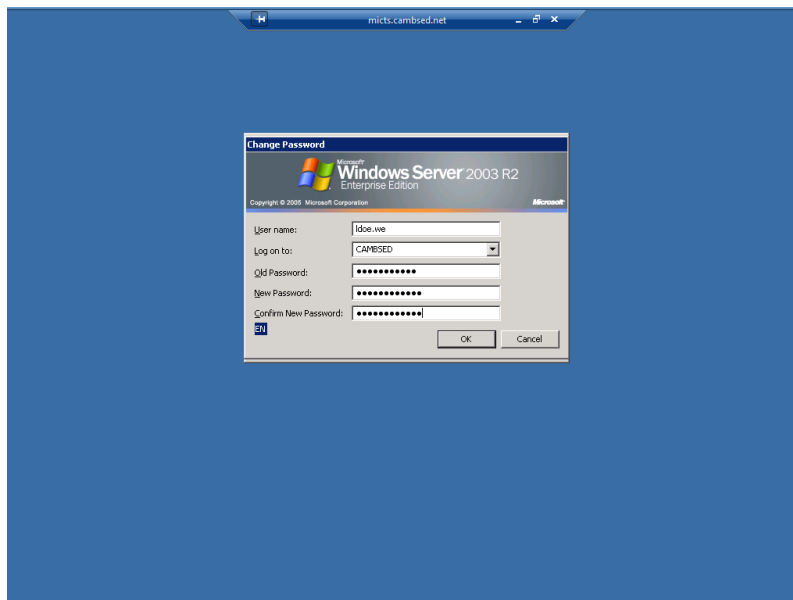


5. If your password has not expired, after logging in to CHMIS:

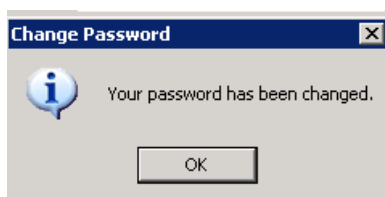
- a. Press the “Alt Gr” key (to the right of the spacebar) and the Delete key simultaneously
- b. Click Change Password



- c. Type your Old Password, New Password and then Confirm your New Password, then click OK



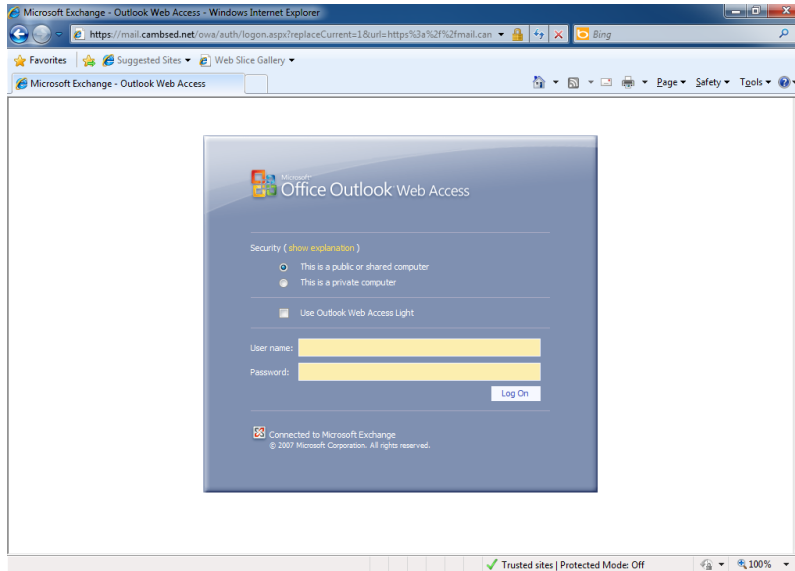
- d. Click OK



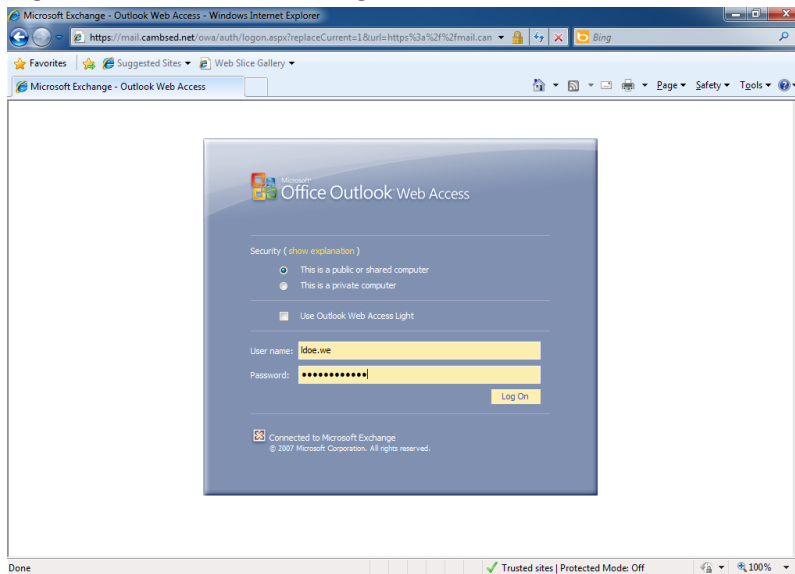
# Resetting Passwords using CH Email

## Outlook Web Access

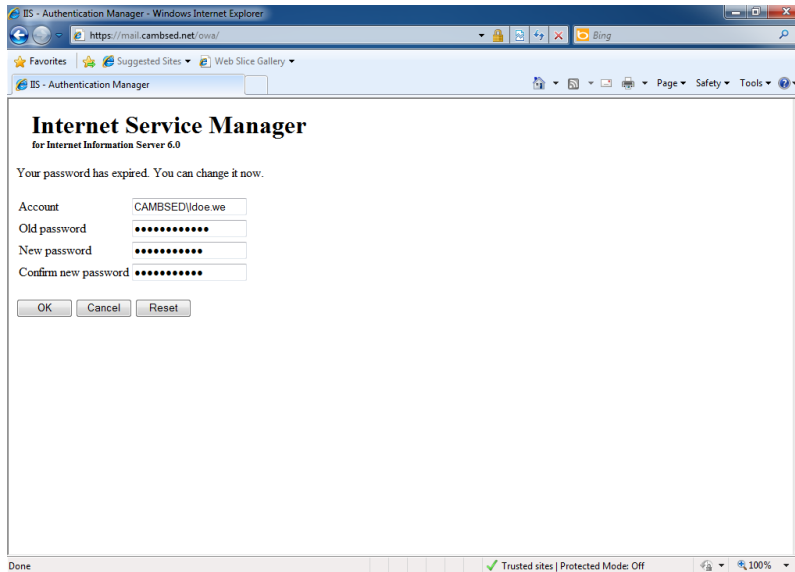
1. Open Internet Explorer and navigate to <http://mail.cambsed.net>



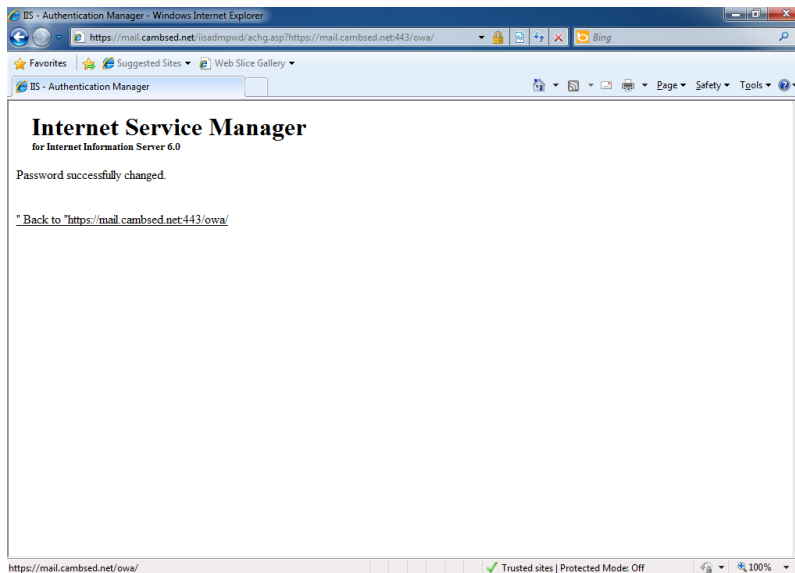
2. Login to CH Email and click Log On



3. Type your Old Password, New Password and then Confirm your New Password, then click OK



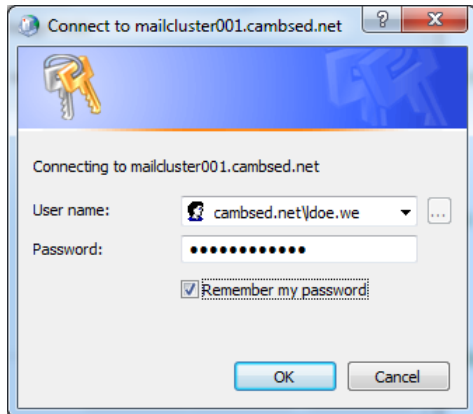
4. Click "Back to https://mail.cambsed.net:443/owa/"



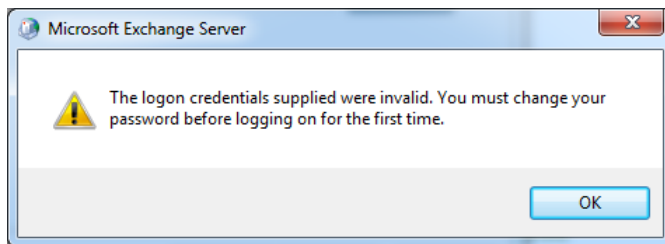
5. You can then re-login to CH Email using your new password

## Outlook Client

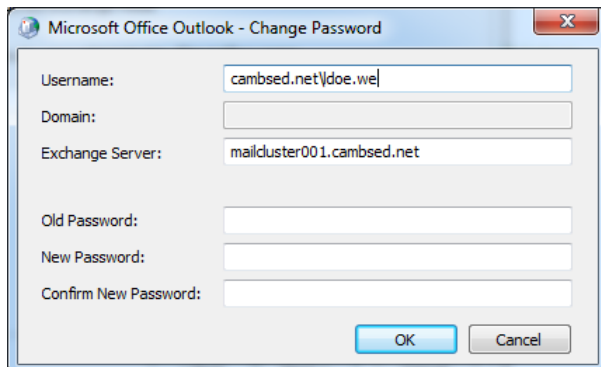
1. Ensure that the username is entered as **cambsed.net\username** **NOT** **cambsed\username**  
Click OK



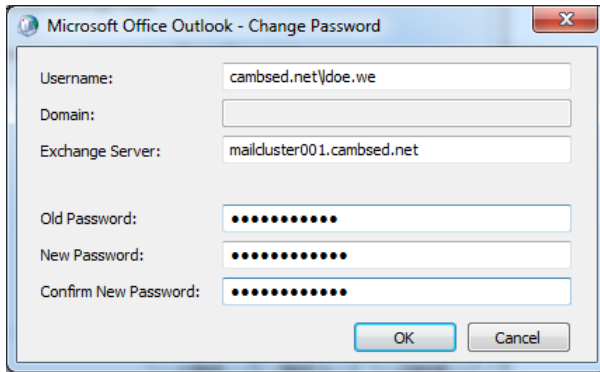
2. Click OK



3. Ensure that the username is still in the format **cambsed.net\username**



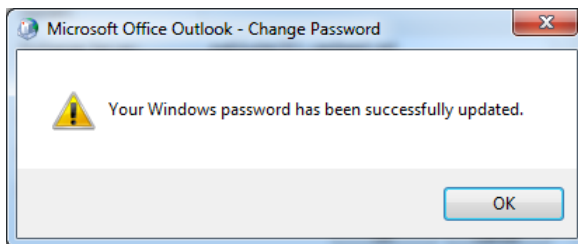
4. Type your Old Password, New Password and then Confirm your New Password, then click OK



The screenshot shows a dialog box titled "Microsoft Office Outlook - Change Password". It contains the following fields and controls:

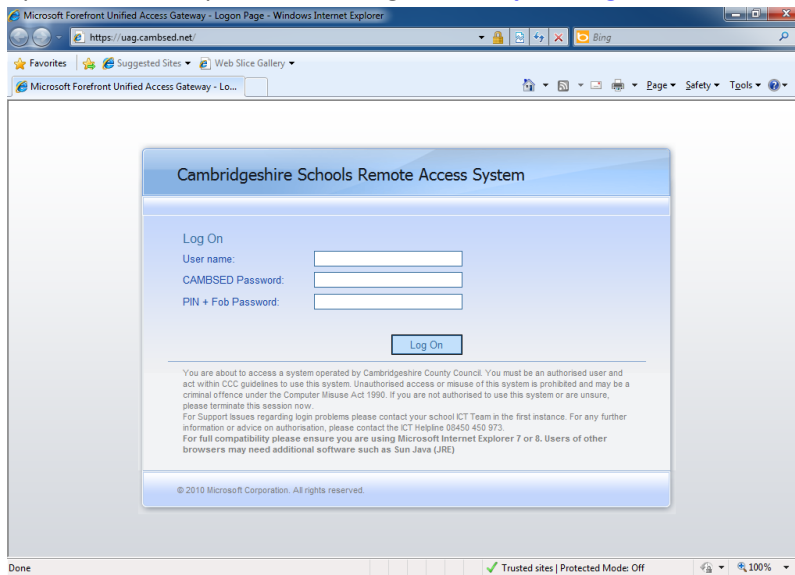
- Username:
- Domain:
- Exchange Server:
- Old Password:
- New Password:
- Confirm New Password:
- Buttons: OK, Cancel

5. Click OK

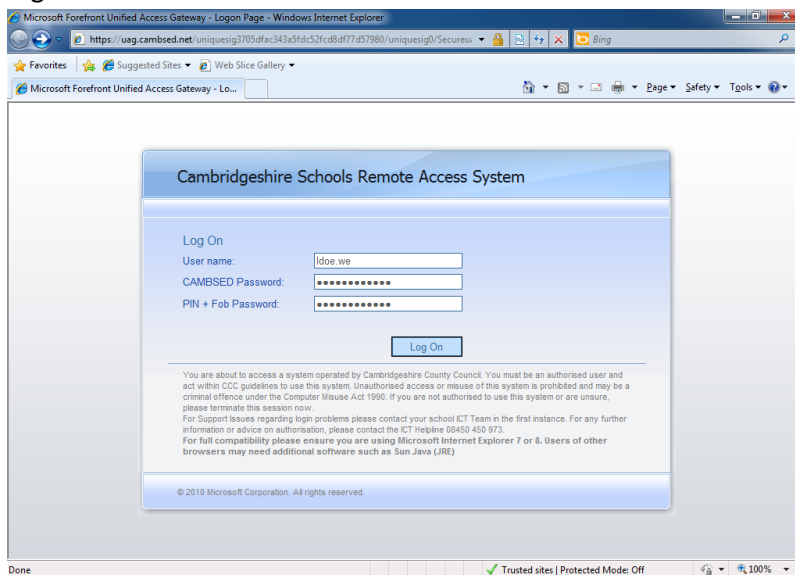


# Resetting Passwords using Remote Access (Forefront UAG)

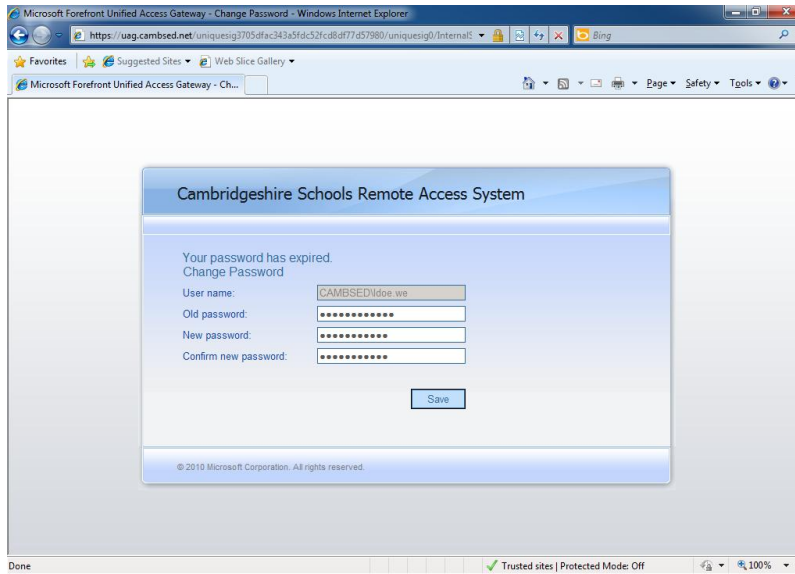
1. Open Internet Explorer and navigate to <https://uag.cambsed.net/>



2. Login to UAG



3. Type your Old Password, New Password and then Confirm your New Password, then click OK



4. Click OK

