Password Registration
To use password management, users must first register, which involves creating answers to a series of security questions. To reset their password, users will then be presented with these questions and they must provide the correct answers.

1. Start by going to https://pwdreg.sheltonstate.edu
2. Enter your full email address as the user and your email password.
3. Read the intro message and then click next
4. You will be given a list of 15 questions and you must answer at least 10 of these questions. (To change your password later, you'll need to answer 3 of these questions randomly chosen from the set.)
5. This portion is complete and you may exit the password registration website.

Password Reset
When a user has registered successfully, he or she can then use the Password Reset Portal to reset a forgotten password. The password reset process involves the following steps:
1. Start by going to https://pwd.sheltonstate.edu
2. Enter your full email address
3. Answer at least three challenge questions correctly, click Next
4. Enter the new password you wish to use and verify it. Click Next
5. Your Password has now been reset.