VSS Password Reset App

Purpose

The purpose of the **VSS Password Reset App** is to provide staff with functionality where they can reset or change their own VSS password without having to contact the IT Service Desk.

Steps to take

1. Sign into the **VSS Password Reset App**
2. Choose the VSS ID / User Code from the dropdown list.
3. Provide your New Password. Take note of the password requirements above the submit button.
4. Retype the password in the Verify Password field.
5. Click on Submit
6. An email will be sent to the user indicating which VSS User Code was reset or changed as well as the time it was done.

The new password is immediately in effect and will be required to use on the next VSS login.

Need help?

The **VSS Password Reset App** is available from the DIY Services Portal. Open the browser and navigate to http://www.nwu.ac.za. Click on the "DIY Services" link in the page footer.

Sign in with your NWU number and network password by clicking on the "Log in using CAS" button in the page header. Click on the link for "Staff" at the top of the page, just below the page header. Click on the **VSS Password Reset App** icon.

To sign out, click on the "Logout" button in the page header.

For help regarding the **VSS Password Reset App** log an IT-Help ticket.