

CARTS Helpdesk

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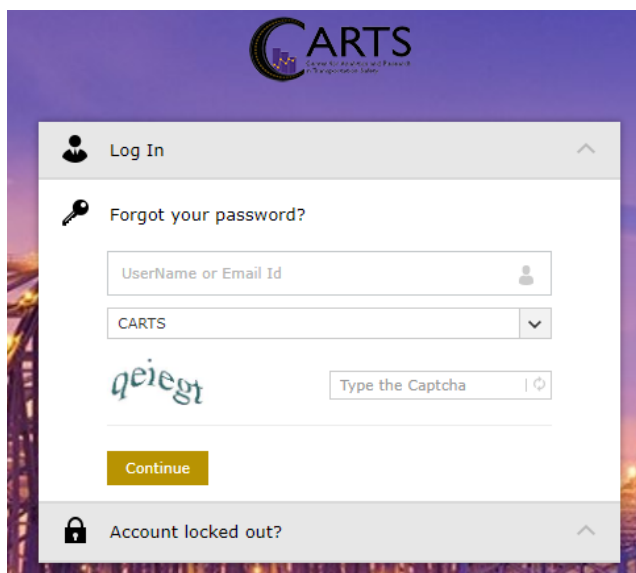
CARTS External Users Password Reset Instructions

CARTSAdmin - 2023-05-02 - General

CARTS External Users Password Reset Instructions.


The below steps will guide you to set/reset your CARTS account password. You can only reset your password if you have access to the registered email account associated with the CARTS account, as the reset link will be emailed to the registered email.


1. Open any browser and navigate to <https://cartsselfservice.lsu.edu> , This is CARTS Password self-service web application
2. On the home page, click **“Forgot your password?”**



The screenshot shows the CARTS self-service web application interface. At the top, there is a purple header with the CARTS logo and the text 'CARTS' and 'Center for Academic Research and Training Support'. Below the header, there is a white form area. The form has a 'Log In' button with a user icon and an upward arrow. Below that is a 'Forgot your password?' section with a key icon. The form contains a text input field for 'UserName or Email Id', a dropdown menu for 'CARTS', a captcha image with the text 'qeiegt', and a text input field for 'Type the Captcha'. A yellow 'Continue' button is located below the captcha. At the bottom of the form, there is a grey bar with a lock icon and the text 'Account locked out?' and an upward arrow.

3. Enter your user id or email id associated with the CARTS account (mostly likely your work email id), captcha and click **“Continue”**
4. Verify your user id and email as shown below and click **“continue”** and you will see below message

 **mmanda** (ISDSNET)

 An email describing how to reset your password/unlock your account has been sent to mmanda@lsu.edu.

[Back to home](#)

Note: If you can't find, then either your email Id is wrong or you do not have CARTS account

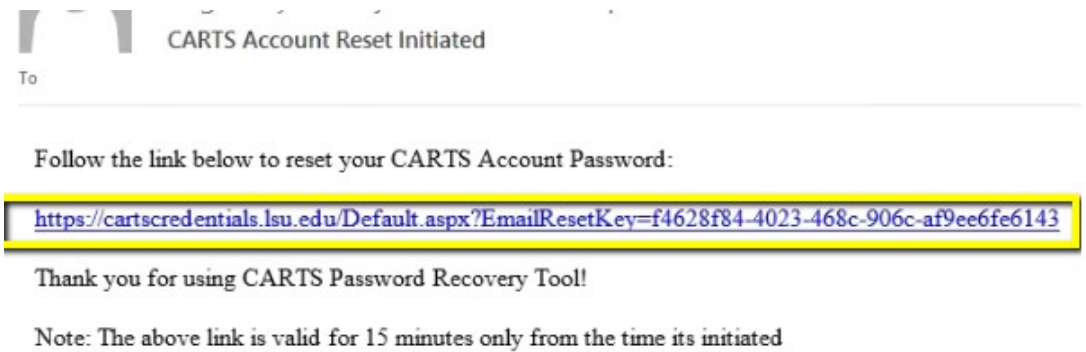
Get a verification code via email

Select your email address

username@la.gov

Cancel Continue

5. An email will be sent with a link to the above email ID as shown below, check your email for the password reset link and click on the link. The link is only valid for 15 minutes. (if you cannot see the email in your inbox, please check spam. Also please add hsrg@lsu.edu and carts@lsu.edu to safe senders list)



6. Enter your new password and click **“Finish”**.

Note: The password must contain at least eight characters, including at least four of the following characters: an upper case letter, a lower case letter, a number, and a special character like an exclamation point or question mark. Also when resetting the password, it will not accept last 3 passwords(History) used

Current User Account: *PP Test (mmanda@lsu.edu)*

Reset Your CARTS account password

Previous Finish Cancel

Enter a new password and then confirm the password to reset your CARTS account password. The password must contain at least eight characters, including at point or question mark.

New Password:

Confirm New Password:

Also note that you cannot reset the password multiple times in a day.

If you have any issues resetting your password, please email us at carts@lsu.edu with the

details like Name, associated email ID , Phone Number and any other information that might be helpful like error screenshot etc. We will get back to you ASAP.