

CARTS Helpdesk

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CARTS Internal Users Enrollment Instructions for Self-Service Password Management

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CARTS Internal Users Enrollment Instructions for Self-Service Password Management.

CARTS have deployed a new password self-service tool to help you reset your CARTS account passwords on your own without IT helpdesk assistance. With this tool, you can change password, recover your forgotten password, unlock your account and you will also receive password expiry notification reminder emails.

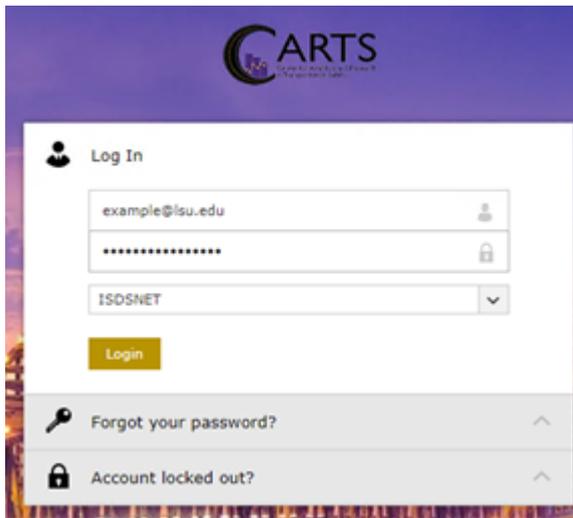
It's very easy to use! All you have to do is enroll yourself by clicking on the link given below to make use of this facility.

Once you do the enrollment you will be able to reset\change\unlock your password from anywhere using this application.

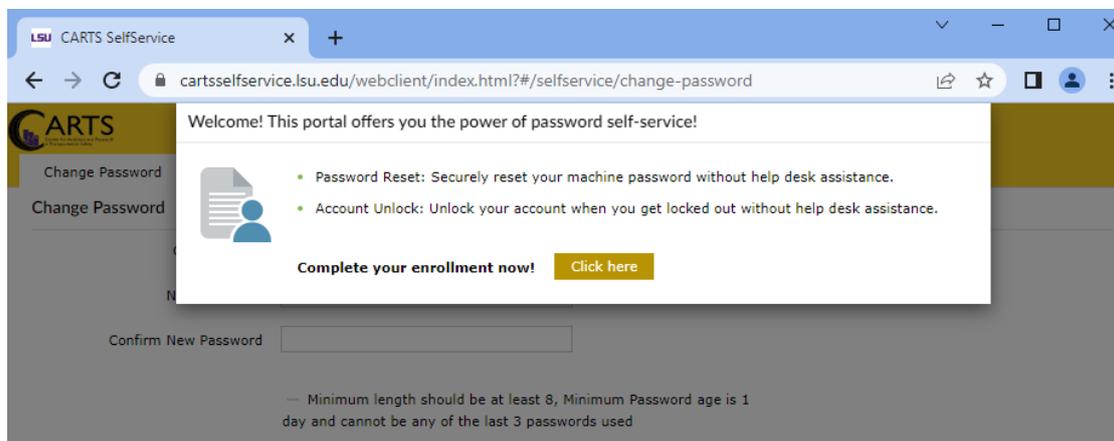
Option 1: Enrollment steps if you know your Username\Password

1. Open the link <https://cartsselfservice.lsu.edu/> in a new tab or new window
2. On the homepage, enter you LSU email id\Username and ISDSNET password and click Login button

Note: In case if you do not remember your password then please follow the instructions under “Option 2: Enrollment steps if you forgot your Username\Password” section



3. Once you are logged in for the first time, you will be asked to enroll as shown below to go to the next step



4. When you select “click here” in the above screen, you will be presented with security questions choice, so please choose two questions and set your answer and click next

Please enroll for the forced verification methods enabled for your account.

? Security Questions

Question : -- Please Select a Question --
Answer Confirm Answer

Question : -- Please Select a Question --
Answer Confirm Answer

Hide Answer(s)

- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

Step 1 of 1 **Next**

5. Once successful, you will be prompted as below

ARTS
Louisiana State University
Change Password Enrollment
User Registration ?

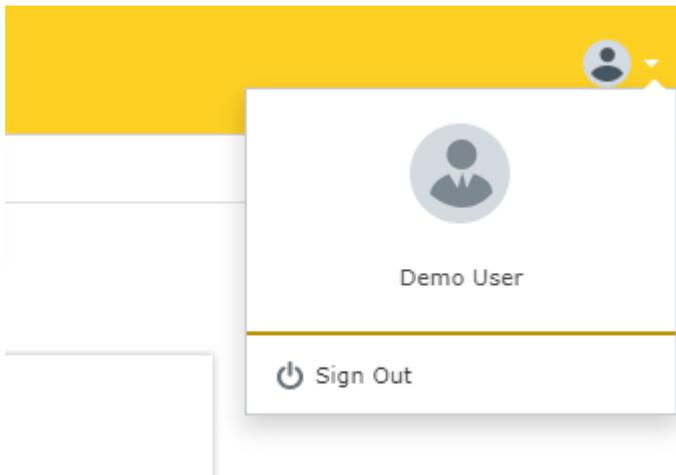
Enrolled Verification

You'll be asked to verify your identity using any of the methods listed below. [Learn more](#)

? Security Questions & Answer
View my security questions ✎
Today 10:18 AM

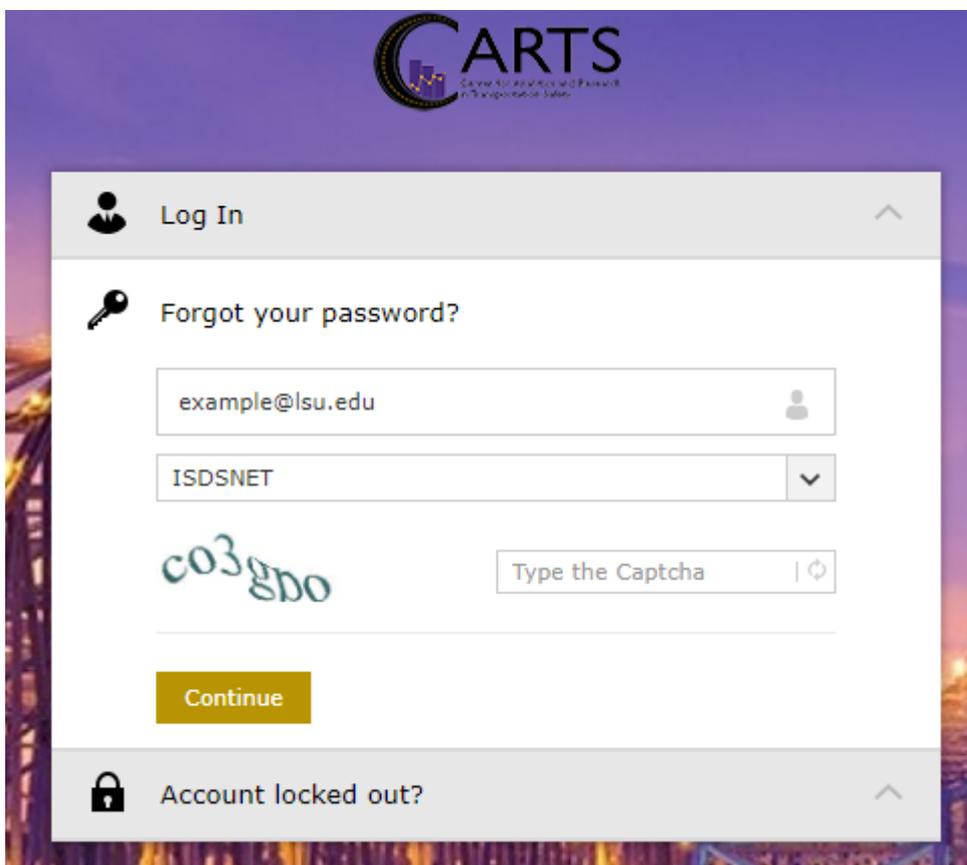
✉ Email Verification
mmanda@lsu.edu **Verified**
N/A

6. Enrollment step is completed. If you want to update your password, click on change password tab to update or Sign out and close your browser tab

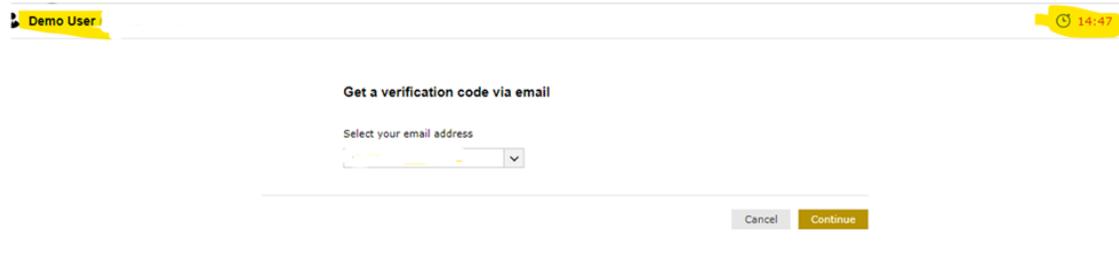


Option 2: Enrollment steps if you forgot your password

1. Open the link <https://cartsselfservice.lsu.edu/> in a new tab or new window
2. On the login screen click on “forgot your password?” and enter your **LSU email id** or **Username**, then change the dropdown field to **ISDSNET**, then type the displayed captcha and click continue



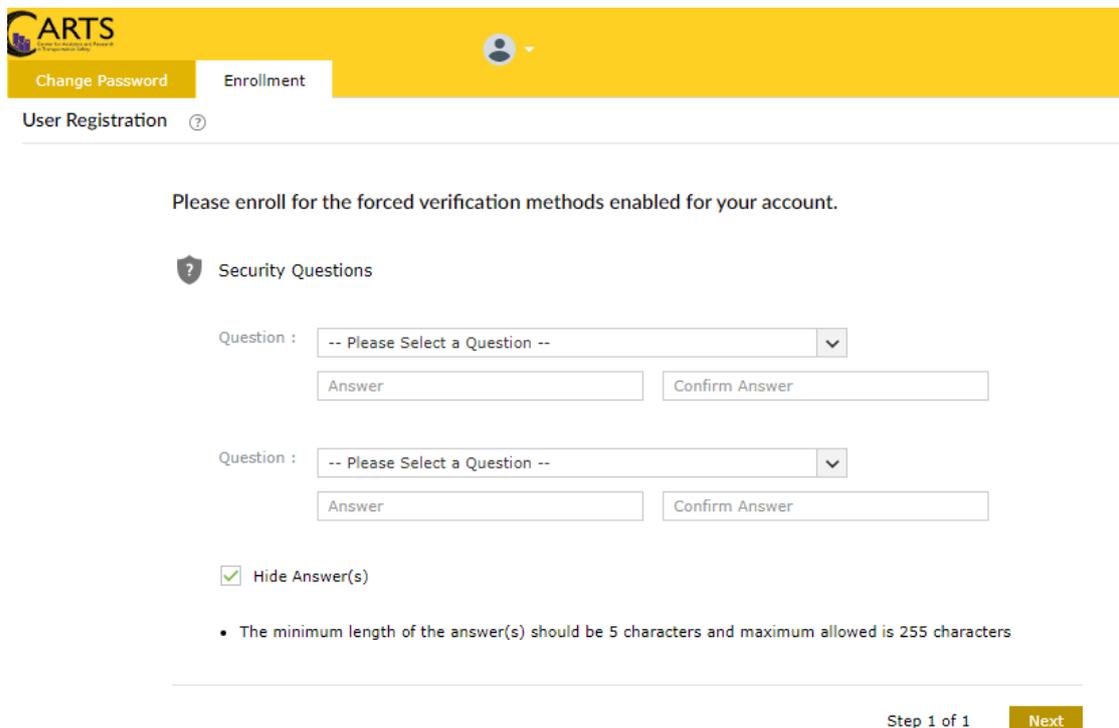
3. Verify your username, email is correct and click continue to receive an email with the reset link. You will have limited time to finish the process or the link will expire. If your email id is missing\incorrect please inform your administrator



The screenshot shows a user interface with a yellow header bar. On the left, it says "Demo User" and on the right, there is a clock icon and the time "14:47". Below the header, the text "Get a verification code via email" is displayed. Underneath, there is a label "Select your email address" followed by a dropdown menu. At the bottom of the form, there are two buttons: "Cancel" and "Continue".

4. Once you receive the email, please click on the link to open in the browser

5. You will be asked to enroll to choose questions and set your answers



The screenshot shows a user interface with a yellow header bar. On the left, there is the "ARTS" logo and the text "Change Password" and "Enrollment". On the right, there is a user profile icon. Below the header, the text "User Registration" is displayed with a help icon. The main content area has the heading "Please enroll for the forced verification methods enabled for your account." followed by a section titled "Security Questions" with a question mark icon. There are two question entries, each with a dropdown menu for the question, an "Answer" input field, and a "Confirm Answer" input field. Below the questions, there is a checkbox labeled "Hide Answer(s)" which is checked. At the bottom, there is a bullet point: "The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters". At the bottom right, there is a "Step 1 of 1" indicator and a "Next" button.

6. Then you will be prompted to set your password. Enter your password as per the policy displayed and submit.

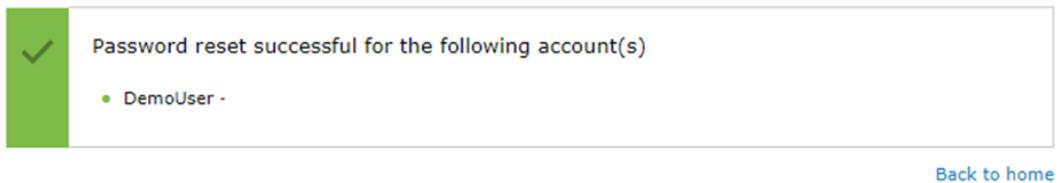
Note: It will only accept if it satisfies policy and will show you successful notification

Reset Password

* New Password

* Confirm New Password

7. On successful submission a password reset success notification as below



8. Enrolment complete, Sign out and close the browser tab

