

# CARTS Helpdesk

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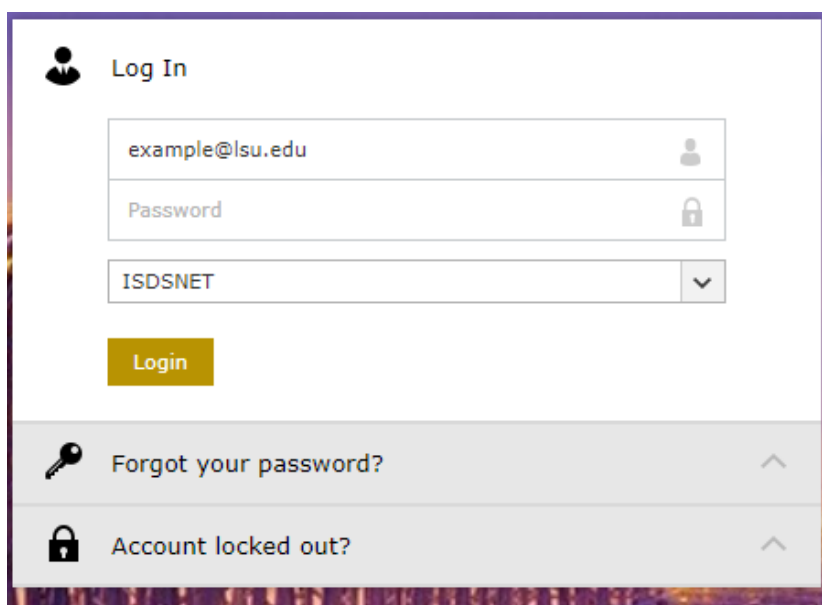
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## Internal Users - Updating CARTS Domain Account Password

Manoj Manda - 2022-06-28 - Internal Users

### **Updating CARTS Domain Account Password for Internal Users**

1. In a browser open a new tab or window and enter the web address <https://cartsselfservice.lsu.edu/>
2. On the homepage, enter you LSU email id\Username and CARTS password, then choose the ISDSNET from dropdown filed and click Login button.



3. Once logged in you will be on the changed password tab, if not click on the change password tab
4. Enter the current password in old password field and new password you want to set as per the required policy


Old Password

New Password

Confirm New Password

- Minimum length should be at least 8, Minimum Password age is 1 day and cannot be any of the last 3 passwords used
- Must contain at least 1 upper case character(s)

5. Once Successful change you will be prompted with password change success notification as similar

 Password reset successful for the following account(s)

- DemoUser -

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6. Sign out and close the browser