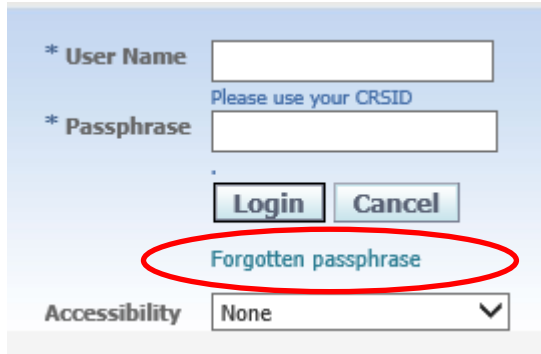




Re-setting your passphrase in CUFS

The home screen for CUFS will show the following



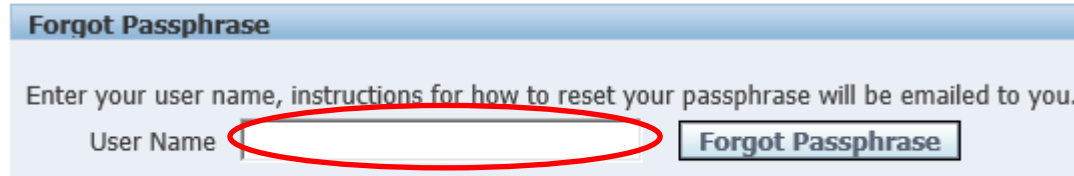
The image shows the CUFS login interface. It features a light blue background with several input fields and buttons. At the top left, there is a label '* User Name' followed by a text input box. Below this is a smaller text prompt 'Please use your CRSID' and another text input box labeled '* Passphrase'. To the right of the passphrase field are two buttons: 'Login' and 'Cancel'. Below these buttons is a blue link labeled 'Forgotten passphrase', which is circled in red. At the bottom left, there is an 'Accessibility' dropdown menu currently set to 'None'.

If you have forgotten your passphrase then click on the **Forgotten passphrase** link.

This will open a new page where you are able to enter your CRSID.

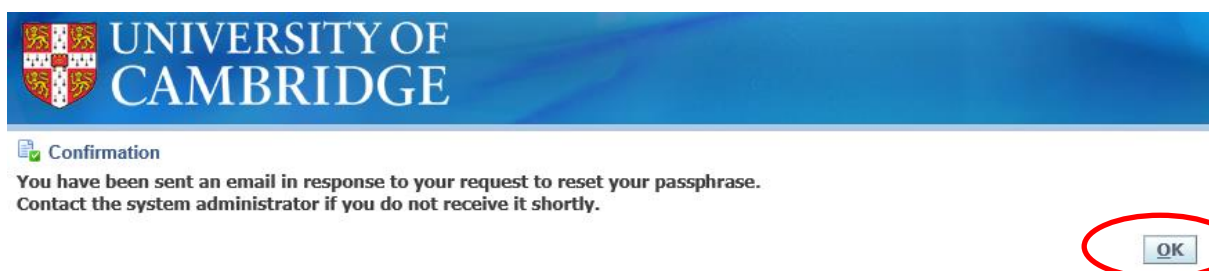
Login Assistance

* Indicates required field



The image shows the 'Forgot Passphrase' form. It has a blue header with the text 'Forgot Passphrase'. Below the header, there is a line of text: 'Enter your user name, instructions for how to reset your passphrase will be emailed to you.' Underneath this text is a text input box labeled 'User Name', which is circled in red. To the right of the input box is a button labeled 'Forgot Passphrase'.

Then click on the **Forgot passphrase** button and you will receive the following message.



The image shows a confirmation message from the University of Cambridge. At the top, there is a blue banner with the University of Cambridge crest and the text 'UNIVERSITY OF CAMBRIDGE'. Below the banner, there is a small icon of a document and the word 'Confirmation'. The main text of the message reads: 'You have been sent an email in response to your request to reset your passphrase. Contact the system administrator if you do not receive it shortly.' At the bottom right of the message, there is a button labeled 'OK', which is circled in red.

Click on **OK** and you will be taken back to the CUFS homepage whilst you await your email for resetting the passphrase.

Note: This only applies to passphrases for the LIVE instance of CUFS, if you have forgotten your PLAY passphrase then please email Finance.Training@admin.cam.ac.uk