



Re-setting your password in CUFS

The home screen for CUFS will show the following



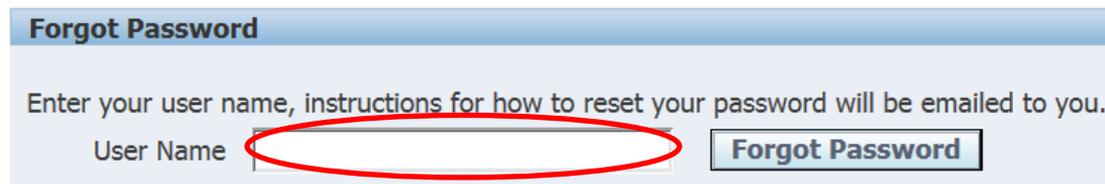
A screenshot of the CUFS login page. It features two input fields: '* User Name' and '* Password'. Below the password field is a blue link labeled 'Forgotten password', which is circled in red. There are 'Login' and 'Cancel' buttons below the fields. At the bottom, there is an 'Accessibility' dropdown menu set to 'None'.

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

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

Login Assistance

* Indicates required field



A screenshot of the 'Forgot Password' page. It has a blue header with the text 'Forgot Password'. Below the header, it says 'Enter your user name, instructions for how to reset your password will be emailed to you.' There is an input field for 'User Name' which is circled in red, and a 'Forgot Password' button to its right.

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



A screenshot of a confirmation message from the University of Cambridge. The header features the university's crest and the text 'UNIVERSITY OF CAMBRIDGE'. The message reads: 'Confirmation Your password-reset request has been submitted. An email with instructions will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.' An 'OK' button is circled in red at the bottom right.

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

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