



## Re-setting your passphrase in CUFS

The home screen for CUFS will show the following

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.

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

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](mailto:Finance.Training@admin.cam.ac.uk)