



# Coppin State University

## Password Setup/Reset Instructions

Note: EagleLINKS **password expires every 120** days.

**Step by step instructions for (1) Initial Password Setup, (2) Login to Eaglelinks, (3) How to Reset Password, and (4) Applicant Self Service function to check on your application status:**

**(1) Set up Initial Password, go to <https://eaglepass.coppin.edu>** (this will take you to our Identity Management vendor site by Fisherinternational.com)

a. Enter your User Name: Eg., JDoe00, then click “Submit “ button

b. Answer the three questions, and Click Submit:

- **ZIP Code** – use your home zip code that you entered in the application
- **EAGLELINKS ID** – this is the 7 digit CSU ID number assigned to you
- **BIRTHDATE** – you **must** enter in MM/DD/YYYY format **along with the forward slash “/”**. If the month or day is single digit (1-9), then you **MUST** enter “0” before the single digit. (Ex: 01/03/1989)

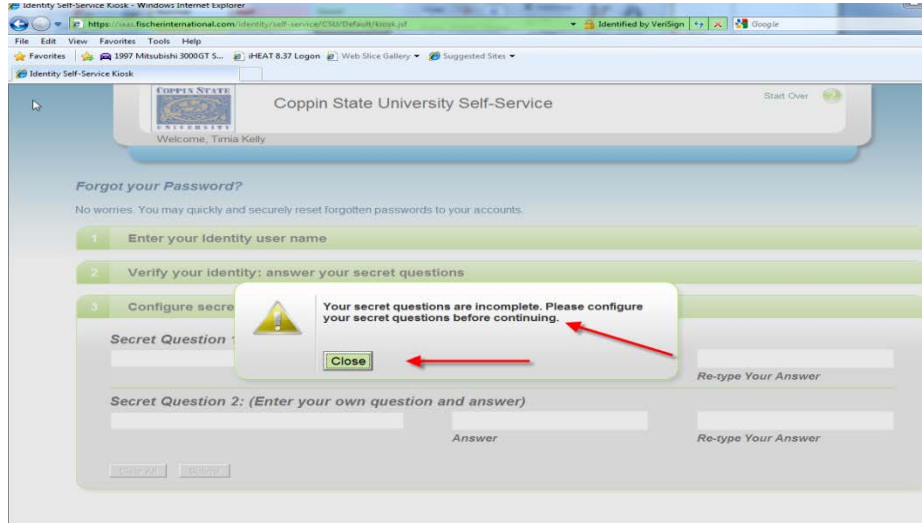


# Coppin State University

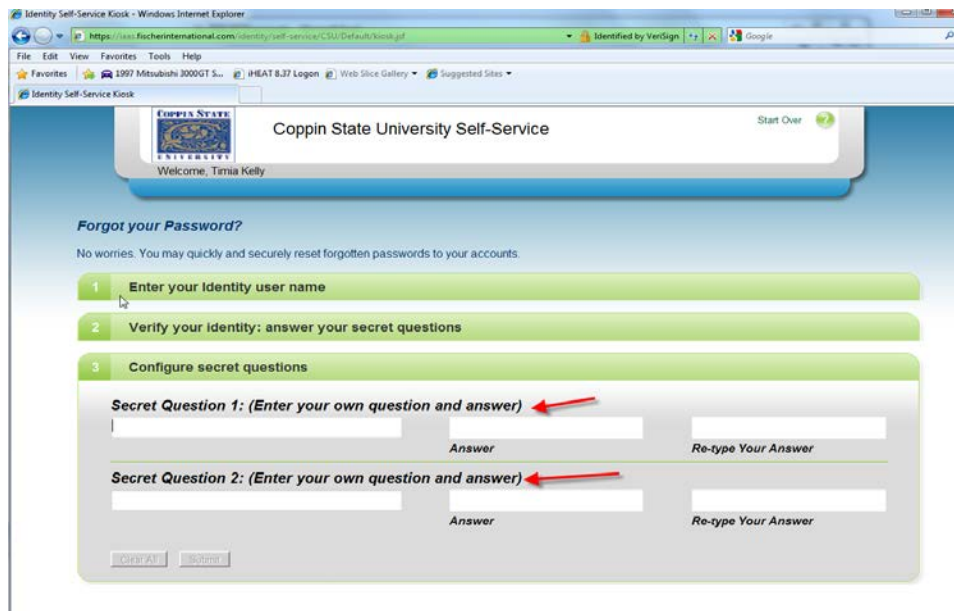
## Password Setup/Reset Instructions

Note: EagleLINKS password expires every 120 days.

- c. You will then get a message that your secret questions are incomplete. Click on the “Close” button to setup your 2 personal question and responses.



- d. Create your own 2 questions and answers of your choosing:
- Since, you are the creator of the question and response, this set up provides additional level of security and will ensure that you are the only one with access to your account.
  - After you setup your 2 questions and responses, the next time you use the password reset website to change your password, one of your "personal" questions will be randomly selected for you to answer.





# Coppin State University

## Password Setup/Reset Instructions

Note: EagleLINKS **password expires every 120** days.

### 2. Creating Your (Personal) Security Questions and Answers:

- a. Remember that the verification process is case sensitive, meaning that you need to remember whether you created your response in upper, lower or mixed case.

Eg: If one of your question was “Color of your car?” and the response you setup was either “**Red**” or “**RED**” or “**red**”, then you need to enter it exactly the same.

- b. Prepare to create 2 questions and responses, and DO NOT share the questions and responses.
- c. Make sure your answers are something you can easily remember.
- d. There is no minimum length for your answers, but you should choose an answer that is difficult to guess.
- e. Enter your answers carefully as you will need to enter exactly the same answer the next time you are prompted with one of your security questions.

### (2) login to EagleLinks Portal

(Admissions, Records & Registration, Grades, Financial Aid.. etc..)

Note: The Username/ID is case sensitive Eg., JDoe00

- a. Go to [www.coppin.edu](http://www.coppin.edu) > Select *EagleLinks* > *click on EagleLINKS Sign-in* button
- b. Enter the Username/ID and Password

### (3) How to Reset Password

1. Go to <https://eaglepass.coppin.edu>
2. Enter Username/ID is case sensitive Eg., JDoe00
3. Then verify your identity by entering:
  - Zip code
  - EagleLINKS ID (7 digit)
  - DOB
  - Answer one of your personal/secret question
1. Click on the **Submit** button
2. Choose, enter and confirm your personal password. Please **do not** use your **FIRST** or **LAST** Name.

**Your Password must meet the following requirements:**

  - a. 8 or more Characters
  - b. At least 1 Upper Case Letter
  - c. At least 1 Lower Case Letter
  - d. At least 1 Number
4. Click **submit** button. If you receive at least one failure notification, you must re-enter your information.



# Coppin State University

## Password Setup/Reset Instructions

Note: EagleLINKS **password expires every 120** days.

### (4) To review your application and outstanding checklist items...

Log into EagleLINKS



Click on Admissions...





# Coppin State University

## Password Setup/Reset Instructions

Note: EagleLINKS **password expires every 120** days.

Select **View Application status**. Based on the **type of student you are** you may see something different. In this example, the student's application status looks like this...

**EagleLINKS**  
Anywhere Anytime Online Access

**EagleLINKS Menu**

Search: \_\_\_\_\_ Personal Data Summ ▾ ⌵

**Application Status**

Academic Institution	Term	Academic Career	Program	Application Number	Application Date
Coppin State University	Fall 2015	Graduate	Graduate Professional Studies	00150635	09/24/2014

**This application is Incomplete.**

**Outstanding items for this application**

Item	Due Date	Contact	Description
1 Official College Transcript	01/01/2030	Contact Info	Official College Transcript
2 Graduate Record Exam Scores	01/01/2030		Graduate Record Exam
3 Letter of Recommendation 1	01/01/2030		First letter of recommendation
4 Letter of Recommendation 2	01/01/2030		Second letter of recommendation
5 Letter of Recommendation 3	01/01/2030		Third letter of recommendation
6 Resume	01/01/2030		Resume

Click **Sign Out** when you are finished.