

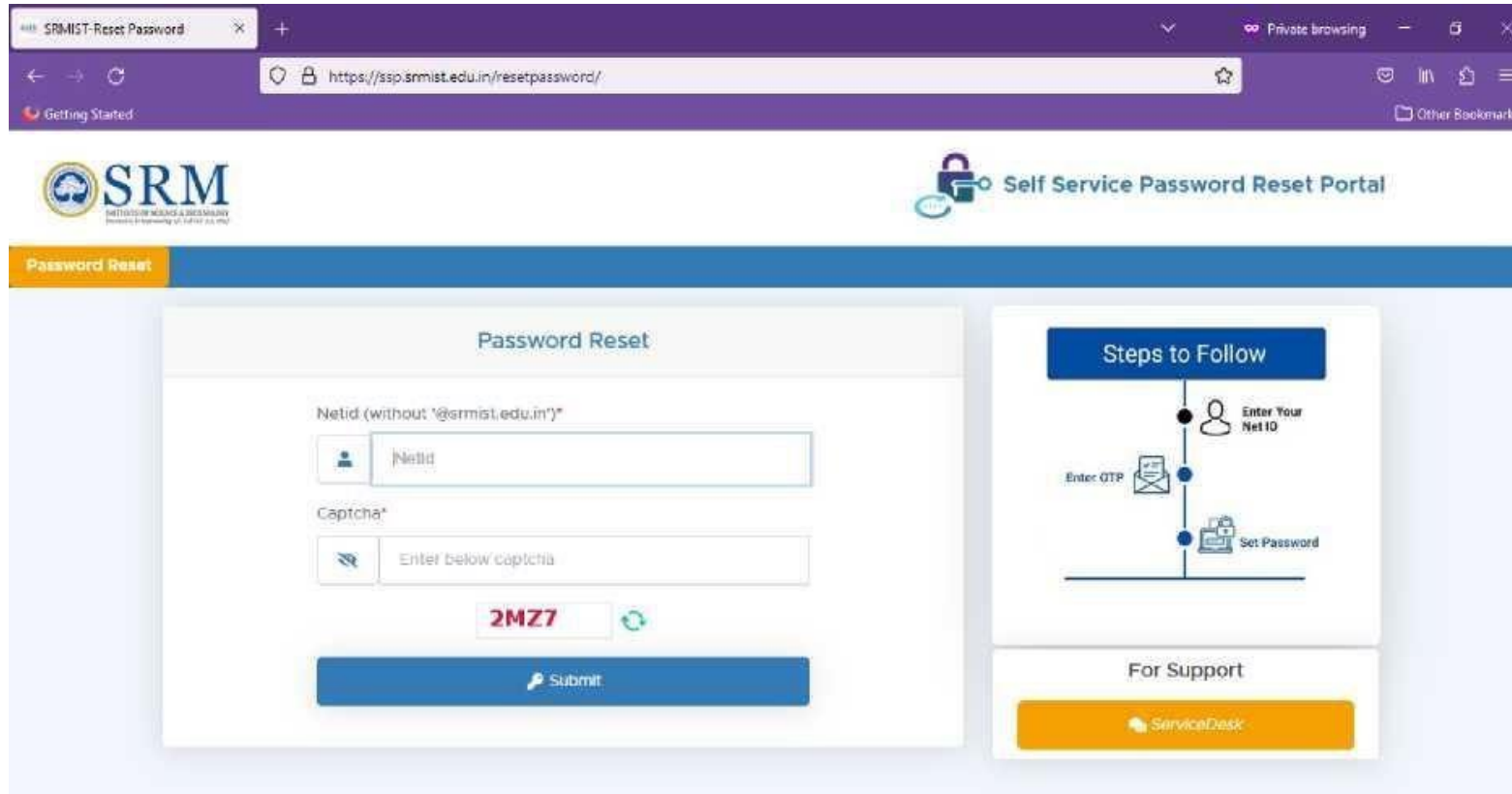
# **SRMIST Self Service Password Reset Portal(SSP)**

## **NetID Password Reset User Guide**

**Document Version : 1.0**

# Step 1:

Type the URL: <https://ssp.srmist.edu.in/> in the Browser



The screenshot shows a web browser window with the URL <https://ssp.srmist.edu.in/resetpassword/>. The page features the SRM Institute of Science and Technology logo and the title "Self Service Password Reset Portal". A blue header bar contains the text "Password Reset". The main content area is divided into two sections. The left section, titled "Password Reset", contains a form with the following fields: "Netid (without '@srmist.edu.in')\*" with a user icon and a text input field containing "Netid"; "Captcha\*" with a refresh icon and a text input field containing "Enter below captcha"; a CAPTCHA image showing "2MZ7"; and a blue "Submit" button. The right section, titled "Steps to Follow", contains a vertical flowchart with three steps: "Enter Your Net ID" (with a user icon), "Enter OTP" (with an envelope icon), and "Set Password" (with a laptop icon). Below the flowchart is a "For Support" section with a yellow "ServiceDesk" button.

SRM  
SELF SERVICE PASSWORD RESET PORTAL

Password Reset

Netid (without '@srmist.edu.in')\*

Netid

Captcha\*

Enter below captcha

2MZ7

Submit

Steps to Follow

Enter Your Net ID

Enter OTP

Set Password

For Support

ServiceDesk

## Step 2:

Enter the NetID and Captcha(i.e A text mentioned before @ will be the NetID ex: [xx0000@srmist.edu.in](https://ssp.srmist.edu.in) NetID: xx0000)

The screenshot displays the SRM Self Service Password Reset Portal in a browser window. The browser's address bar shows the URL <https://ssp.srmist.edu.in/resetpassword/>. The page features the SRM logo and the title "Self Service Password Reset Portal". A blue header bar contains the text "Password Reset".

The main content area is divided into two sections. The left section, titled "Password Reset", contains a form with the following fields:

- Netid (without '@srmist.edu.in')\*: A text input field containing "gz6352".
- Captcha\*: A text input field containing "VYGax".

Below the captcha field is a "VYGax" logo and a refresh icon. At the bottom of the form is a blue "Submit" button.

The right section, titled "Steps to Follow", contains a flowchart illustrating the password reset process:

- Enter Your NetID (represented by a person icon).
- Enter OTP (represented by an envelope icon).
- Set Password (represented by a lock icon).

Below the flowchart is a "For Support" section with a "ServiceDesk" button.

# Step 3:

Enter the OTP Received to your personal mail id and click with Submit OTP.

The screenshot shows a web browser window with the URL <https://ssp.srmist.edu.in/resetpassword/otp>. The page features the SRM logo and the title 'Self Service Password Reset Portal'. A blue header bar contains the text 'Password Reset'. The main content area is titled 'Validate OTP' and includes a form with the following fields:

- Email ID (OTP sent): the\*\*\*\*\*@gmail.com
- OTP\*: A text input field with a placeholder 'Enter OTP' and a password icon on the left.
- A blue 'Submit OTP' button.

To the right of the form is a 'Steps to Follow' section with a vertical flowchart:

- Enter Your Net ID (represented by a person icon)
- Enter OTP (represented by an envelope icon)
- Set Password (represented by a laptop icon)

Below the flowchart is a 'For Support' section with a yellow button labeled 'ServiceDesk'.

# Step 4:

Create the password by following with password complexity as mentioned in the password reset page.

The screenshot shows a web browser window with the URL <https://ssp.srmist.edu.in/resetpassword/reset>. The page is titled "Password Reset" and features a "New Password" form. The form includes two input fields: "New Password\*" and "Confirm Password\*", both with password icons and masked characters. A blue "Reset Password" button is located below the form. To the right of the form is a "Steps to Follow" diagram showing a three-step process: "Enter Your Net ID" (with a person icon), "Enter OTP & Email Verify" (with an envelope icon), and "Set Password" (with a lock icon). Below the diagram is a "For Support" section with a "ServiceDesk" button. A "Note:-" box at the bottom left provides password complexity requirements.

**New Password**

New Password\*

Confirm Password\*

[Reset Password](#)

**Note:-**

- Password should be set with minimum of 8 char length with 1 Uppercase, 1 Lowercase, 1 Numeric and 1 Special characters.
- Password should not include your Name or part of your Full name or your NetID.

**Steps to Follow**

Enter Your Net ID

Enter OTP & Email Verify

Set Password

**For Support**

[ServiceDesk](#)

# Step 5:

Once the password created a Successful Alert will be appear

The screenshot displays a web browser window with the address bar showing <https://ssp.srmist.edu.in/resetpassword/reset>. The page features the SRMIST logo and the title "Self Service Password Reset Portal". A blue navigation bar contains the text "Password Reset".

The main content area is titled "New Password" and displays a green alert box with a checkmark icon, stating: "Alert Password is changed successfully". Below the alert is a blue button labeled "Home".

To the right, a "Steps to Follow" section shows a vertical flowchart with three steps: "Enter Your Net ID" (with a person icon), "Enter OTP & Email Verify" (with an envelope icon), and "Set Password" (with a lock icon). Below this, a "For Support" section includes a yellow button labeled "ServiceDesk".

A "Note:-" section at the bottom left provides password requirements:

- Password should be set with minimum of 8 char length with 1 Uppercase, 1 Lowercase, 1 Numeric and 1 Special characters.
- Password should not include your Name or part of your Full name or your NetID.

For any clarifications contact ITKM

SRMIST-ServiceDesk : <https://sd.srmist.edu.in/>

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Monday to Friday – 8.30 AM to 5.30 PM

Saturday – 9 AM to 4 PM