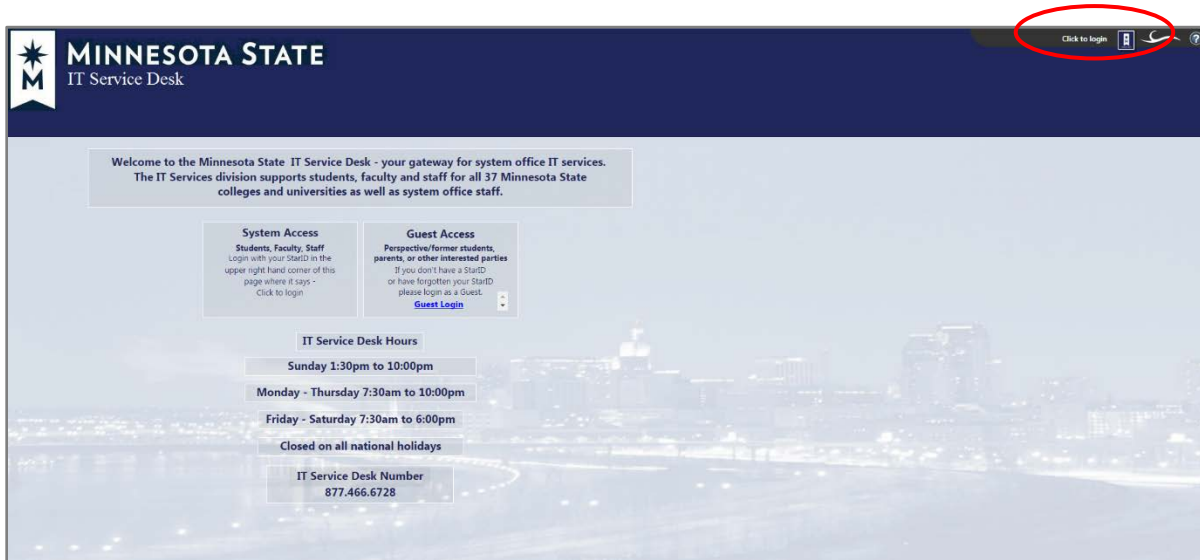


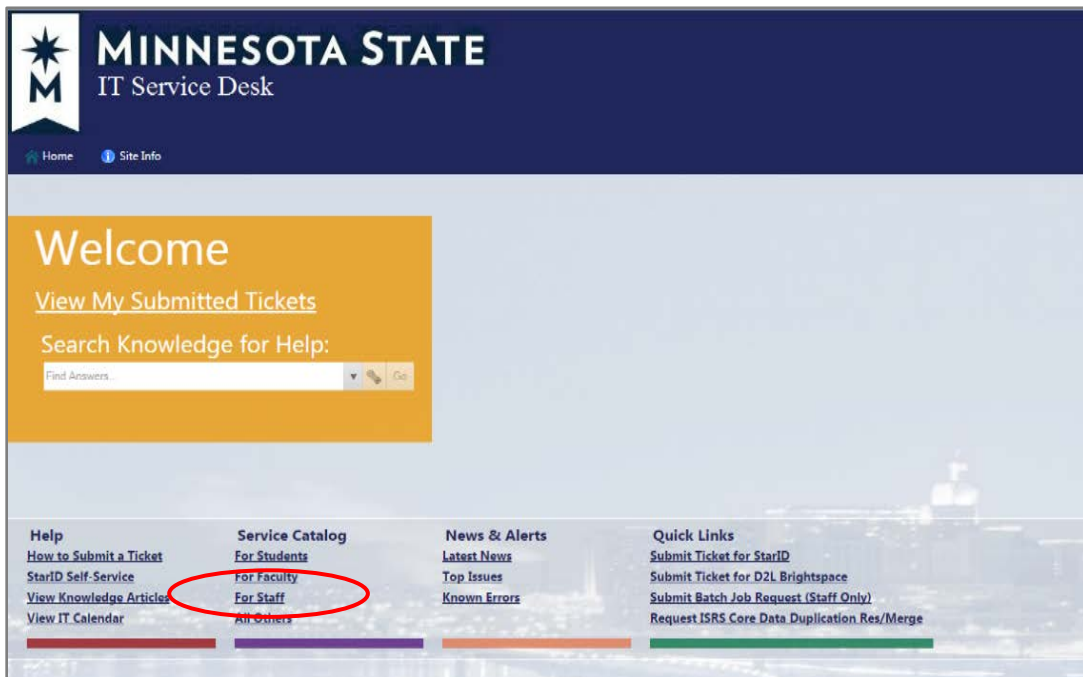
DARS Password Reset Request

To Reset your DARS/u.achieve password, you will need to submit a request through the Minnesota State IT Service Desk at <https://servicedesk.mnscu.edu/CherwellPortal/MNSO#0>.

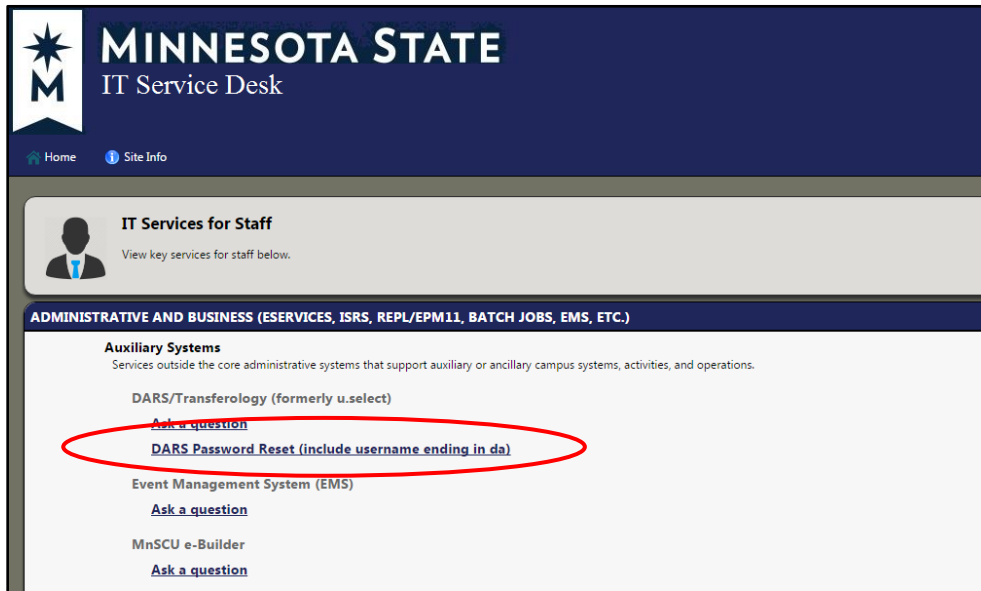
To login, click in the upper right hand corner “Click to login” and login with your StarID and password.



Once logged in, select “For Staff”:



Next, select “DARS Password Reset (include username ending in da)” under the DARS/Transferology (formerly u.select) heading:



Complete all fields within the Service Request. In the Short Description enter “DARS Password Reset.” In the “Describe the Issue” section, include your DARS/u.achieve User ID that ends in “da”. Click Submit.

A screenshot of a service request form. On the left, there are input fields for 'Phone:' (651-123-4567), 'School:', 'Campus:', 'Role:' (Staff), and 'Role Type:' (Non-IT Staff). On the right, there is a 'Short Description:' field containing 'DARS Password Reset' and a 'Describe the Issue:' text area containing 'Please reset my DARS/u.achieve password - User ID: LASTFIDA' and 'Thank you!'. A red circle highlights the 'Short Description' and 'Describe the Issue' fields. A warning message in red text reads: 'Personally Identifiable Information Do not include information such as passwords or credit card information. A portion, generally the last 4 of the social security number and/or date of birth may be used or requested for verification of identity.' A 'Submit' button is located at the bottom right.

You will receive an email response with information regarding your request.

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