

# SOUTHERN UNIVERSITY AT NEW ORLEANS

## Policies and Procedures

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**Title/Topic:** MAINFRAME ZSS PASSWORD CHANGE PROCEDURE

**Effective Date:** April 2002

**Revision:** March 2002

**Category:** Information Technology Center Procedure

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### Section 1. Purpose

- 1.1 These procedures are for the purpose of assisting Users with changing his/her password to log onto the SIS/PLUS system.

### Section 2. Authority

- 2.1 Southern University at New Orleans campus procedure.

### Section 3. Definitions

- 3.1

### Section 4. Application

- 4.1 These procedures apply to Faculty and Staff.

### Section 5. Procedure Statements

CHANGING YOUR SIS/PLUS PASSWORD.

- 5.1 Step 1. Click on the SIS/PLUS icon.
- 5.2 Step 2. At the **COMMAND** line, type:
  - **D VSEESA OR d vseesa**
  - When complete, the VTAM Application Selection Menu should appear.
- 5.3 Step 3. At the **==>** line, type an option letter:
  - **B OR b** to register students for Pre or Open Registration.
  - Press the **ENTER** key.
  - When complete, the CICS-VSE screen will appear.

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### Section 5. Procedure Statements

- 5.4** Step 4. Press the **F3** key.
- When complete, the VSE/ESA sign on screen will appear.
  - Enter your **USER ID**
  - Press the **TAB** key once
  - Enter you **PASSWORD**
  - Press the **ENTER** key once
  - When complete, the SIS/PLUS sign on screen will appear.
- 5.5** Step 5. Next to **System Number?**
- Enter **001**.
- Next to **Your Operator Number?**
- Enter your **SIS/PLUS Operator Number**.
- Next to **Your Password?**
- Enter your **Temporary Password**.
  - When you type your Temporary password it will not be displayed.
  - Press the **ENTER** key.
  - The Password Change screen will display.
- 5.6** Step 6. Proceed to enter the following:
- **Type in Old Password:** This is the temporary password.
  - Press the **ENTER** key.
  - **Type in New Password:** This is your secret password.
  - Press the **ENTER** key.
  - **Verify New Password:** Retype your secret password.
  - Press the **ENTER** key.
  - The 001 SIS Menu will display after your password change is complete.
- 5.7** Step 7. Type **LOG** next to the **Screen** data element
- Press the **ENTER** key