Cyprus International University

Webmail Password Reset User Guide

Visit [https://webmail.ciu.edu.tr/](https://webmail.ciu.edu.tr/) and click on “Reset Password [Staff]” link to reset your Webmail password (Figure 1).

![Figure 1: Login screen](image1)

The page on Figure 2 will appear on your screen.

![Figure 2: Temporary password reset screen 1](image2)
Please fill in the form and click ‘Continue’. You will see Figure 3 page if all the input data matches exactly with the data at the university.

![Figure 3: Temporary password reset screen 2](image)

You should receive a text message to your mobile phone. Please enter the code into the specified field in Figure 3 together with your new password. The page in Figure 4 will appear if all the provided information is correct and your new and temporary password has been set.

![Figure 4: Temporary password reset screen 3](image)
Please change your temporary password with a permanent one using the ‘preferences’ section after logging into https://webmail.ciu.edu.tr/ at your earliest convenience (Figure 5).

Figure 5: Permanent password reset screen