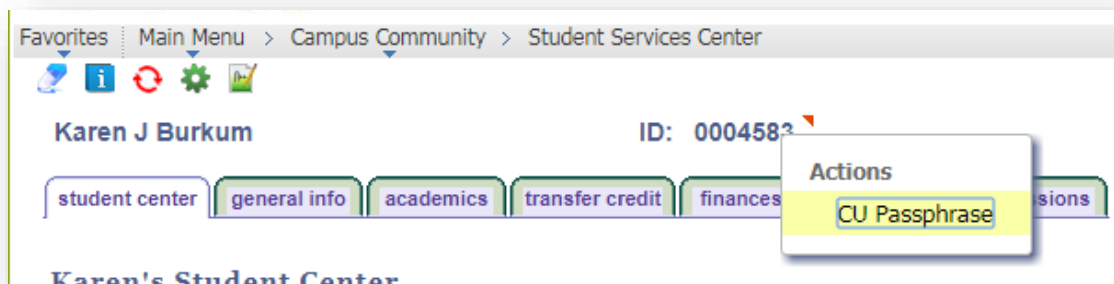


Clarkson Passphrase

Method 1:

- Main Menu > Campus Community > Student Services Center
- Right click the student ID number from the main Student Center page
- Under the “action” menu, select CU Passphrase

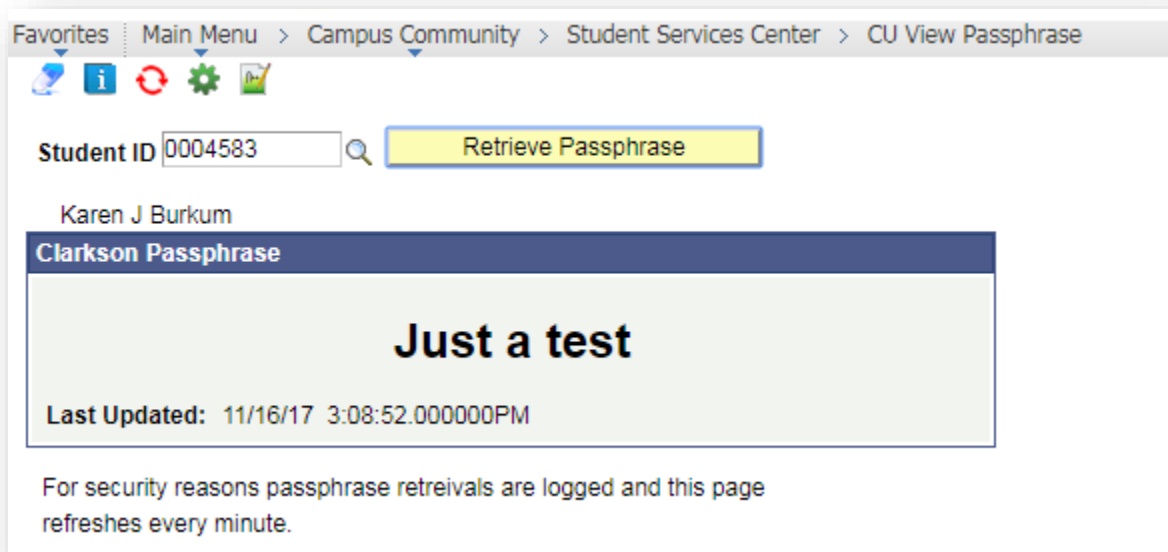


Method 2:

- Main Menu > Campus Community > CU View Passphrase

Method 1 and Method 2 will bring you to the same “CU View Passphrase” screen

- Enter the student ID number
- Click “Retrieve Passphrase” to display the student’s passphrase
- The page will refresh every 60 seconds for security purposes.
- Every instance of Passphrase look-up is logged in an audit table.



Tip: To “copy” without right-clicking, use CTRL+C on your keyboard! (CTRL+V will paste)