Instructions on establishing and/or changing your CERIS CAS password

PLEASE NOTE
If you already have a CERIS CAS user account
you will NOT need a separate login for each system

1. Go to the CERIS system you are wanting to log into and establish your login credentials

**ALSTAR-** [https://alstar.ceris.purdue.edu/AlstarHome.php](https://alstar.ceris.purdue.edu/AlstarHome.php)
Select “Login”

**NPIRS-** [https://www.npirs.org](https://www.npirs.org)
Select “Login”

2. Select “Forgot your password”
3. Enter email associated with the user account and select “Send Recovery Code”

You should then get the following screen:
4. Check your email for the recovery code
   • Click on the TOP link provided in the email

   **CERIS Password Recovery**

   You have requested a temporary code in order to recover your CERIS credentials.

   To recover your password, please use this code as your password to login here: [https://auth.ceris.purdue.edu](https://auth.ceris.purdue.edu)

   To disable multi-factor authentication, use the code and your password here: [https://auth.ceris.purdue.edu/mfa_disable.php](https://auth.ceris.purdue.edu/mfa_disable.php)

   Your temporary code is: 4196294015.

   This code is valid for 30 minutes.

5. Once the link has been selected the following screen should appear:
   • Enter email associated with the user account
   • Enter the temporary code provided in the email in the password space
     ○ PLEASE NOTE- The code is only valid for 30 minutes.
   • Select Login
6. Identify your user account password
   - In the spaces provided enter your selected password
   - Select Change Password

7. Once the following screen appears your password for the CAS system has been set
   - Select the Logout link
   - Return to the initial CERIS system you are logging into and use your Login Credentials to gain access to the respective system(s).