How to check whether your UIS Password has been synced

1. Go to the UIS Password Management app at: [password.csx.cam.ac.uk](http://password.csx.cam.ac.uk). Click the Login button, and authenticate with Raven:

2. Click the History tab:

3. If the most recent password change results include 'University Active Directory: Updated' and the time was longer than 3 hours ago, your password has been synced.

   If the 'Updated' line is present, but the timestamp is less than three hours old, leave it for a bit and check back when the 3 hours has elapsed.

4. If the University Active Directory line is absent (or if there are no entries at all), you need to sync your password again and wait up to 3 hours.
5. If you do decide you need to sync your password, return to the Manage tab and click the Change Password button:

6. On the Change password screen enter your Raven password as the Current password value. Enter your choice of New password, and again in the Confirm new password field. Unless you specifically want to change your password, you can reuse your current one. You should aim for a password strength of at least 50%.

   Note: if this is the first time you have used the UIS Password Management application, changing your password will switch you over to using the single sign-on UIS Password for many of UIS’ online systems including Raven, Hermes and Desktop Services and others that you may have access to.

   If you have actually changed your password, you will also need to update the settings in the email application you use to manage your Hermes inbox with your new UIS Password, and use your new password during the Hermes migration process.

   Click the Change password button to confirm:

7. The results shown should confirm that the password has been synced to the Active Directory.

   You should wait a further 30 minutes for the dust to settle and your new single sign-on UIS Password to sync across other UIS systems including Raven, Hermes and Desktop Services and any other systems to which you have access: