Reset my PIN

Reset PIN from MyPhone

Log into MyPhone

Navigate to [MyPhone.colostate.edu](http://MyPhone.colostate.edu). Enter your eName and ePassword, then click Login.

![Image of MyPhone login page]

Reset PIN

On the MyPhone website, click on the My Information tab on the top of the screen and then select Unified Messaging on the left navigation. In the Voicemail PIN textbox, enter the new four digit PIN. In the Confirm Voicemail PIN, re-enter the four digit PIN.

![Image of MyInformation tab and Voicemail PIN screen]

Click Apply on the bottom of the page to accept the new PIN.
Reset PIN from phone

1. Log in from a phone on campus by dialing 1-4500
   a. Log in from off campus by dialing 1-970-491-4500
2. Enter your current PIN and press #
3. On the main menu, select option 5, Voicemail options
4. On the Voicemail options menu, select option 5, personal identification number
5. Enter your current PIN and press #
6. Enter your new PIN and press #
7. Enter your new PIN again and press #

Log in from your own Phone
Dial 1-4500

Log in from off campus
Local - 491-4500
Long Distance – 1+970-491-4500

Enter your PIN and press #

Main Menu
1 - Listen to Inbox Messages
2 - Listed to saved messages
3 - Listen to deleted messages
4 - Send a message
5 - Voicemail options
8 - Log off
0 - System-wide welcome
* - Replay this message

Voicemail Options
1 – Record greetings
2 – Record name
3 – Select greeting
4 – Empty deleted messages
5 – Personal Identification Number
* - Cancel

Enter your current PIN and press #

Enter your new PIN and press #
Reenter your new PIN and press #