

Talon Password Reset for CE Students

Prepared/Revised By:	Megan Newman	Date:	3/4/2022
Purpose:	To manually reset a student's password, or to email the student a password reset link		
Requirements:	Need access to Talon as well as the authority to reset CE student passwords		

Procedure:

1. You will log in at <https://talonce.kirkwood.edu> using your username (FirstName.LastName) and the password you have previously set up for this account.

Kirkwood TALON
CONTINUING EDUCATION

CEOnline Messages

USERNAME
megan.newman
[Need your username?](#)

PASSWORD

[Forgot password?](#)

LOGIN

System Check! - Use this link to make sure your browser is ready for Talon.

If you are unable to logon during the hours of 8-5 Monday through Friday please call 319-398-5529 or email ceonline@kirkwood.edu. Outside of the stated hours please call 877-478-7074.

2. After logging in, click on the icon to the right of your name. Then click on **Users**.

Kirkwood TALON

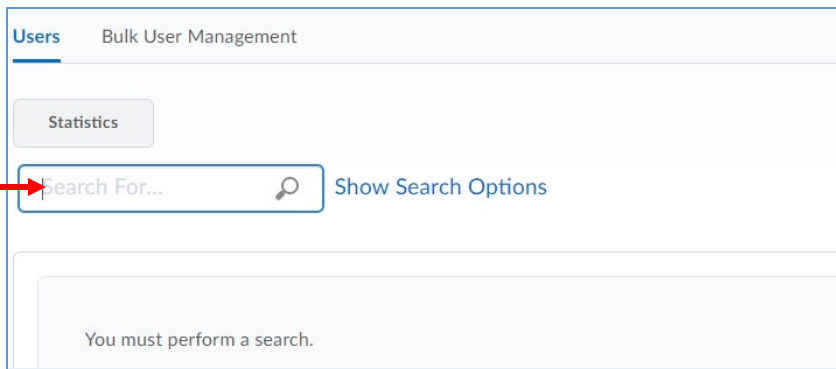
Announcements ▾

There are no announcements to display.

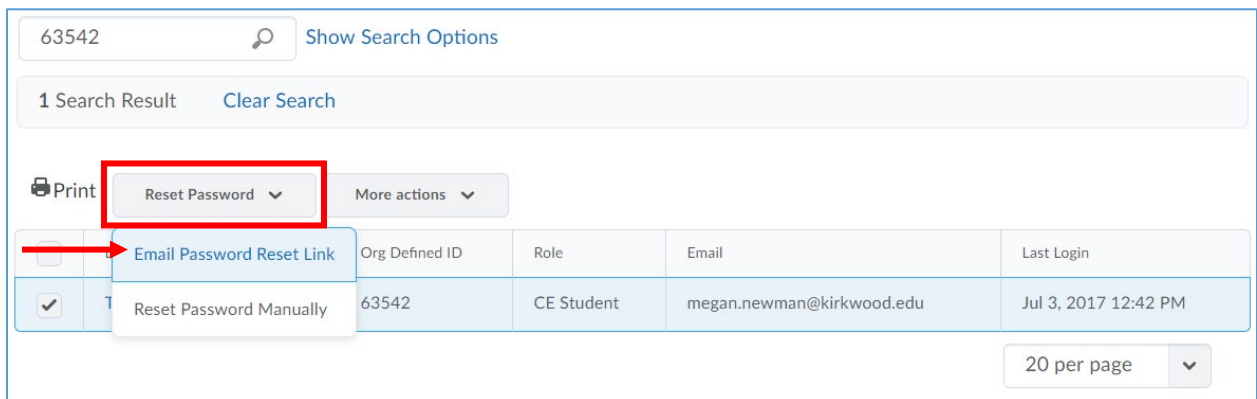
User role is undefined.

User Related
[Users](#)

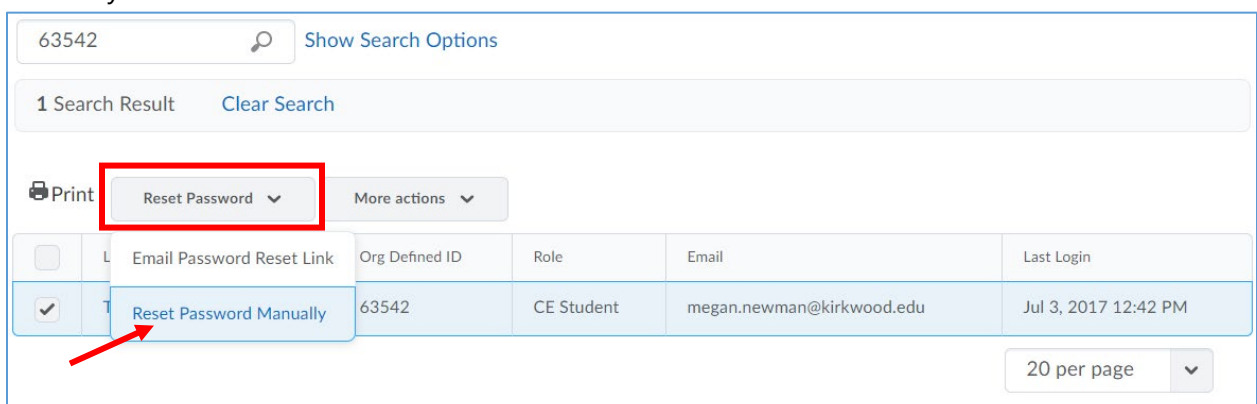
3. In the search box you may look up the student by their username (lumen's ID) or first name and/or last name or email address.



4. **Email a Password Reset Link:** After confirming you found the correct student information, check the box next to their record. Click on "Reset Password" drop down and choose "Email Password Reset Link".

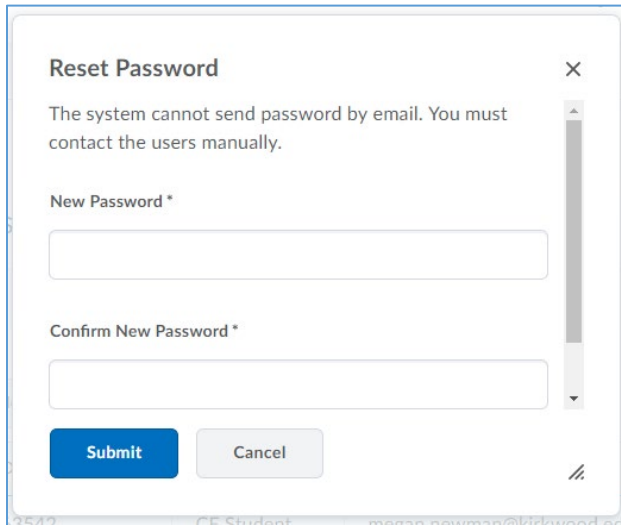


5. **Reset Password Manually:** If you need to reset their password manually, check the box next to their record. Click on the "Reset Password" drop down and choose "Reset Password Manually".



- You will then see a pop up box to enter in the new password, then click **Submit**.

Note: There is no wait period for the new password to update



The image shows a 'Reset Password' dialog box with a close button (X) in the top right corner. The text inside reads: 'The system cannot send password by email. You must contact the users manually.' Below this text are two input fields: 'New Password *' and 'Confirm New Password *'. At the bottom of the dialog are two buttons: 'Submit' (a blue button) and 'Cancel' (a grey button). A vertical scrollbar is visible on the right side of the dialog box. At the bottom of the dialog, there is a small icon of a double slash (//).