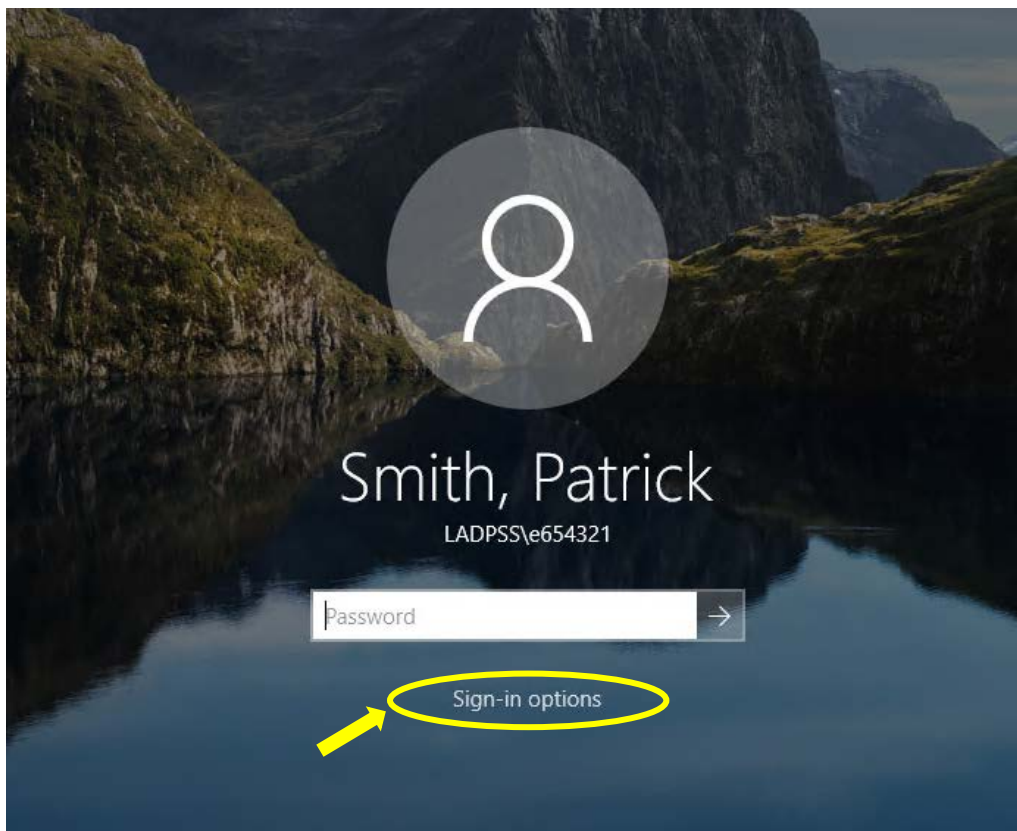


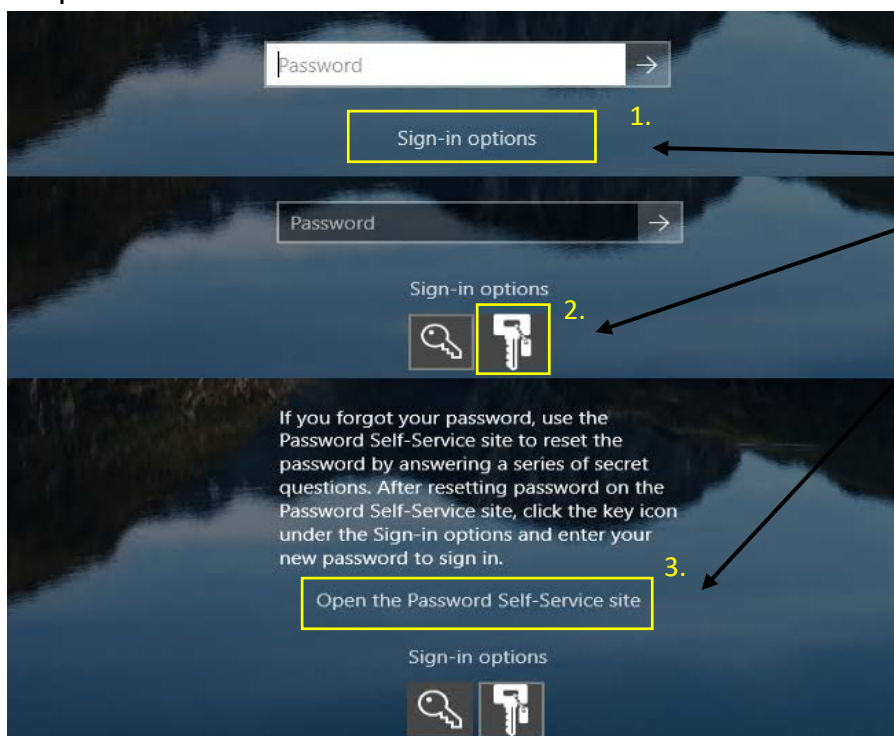
## DPSS Self-Service Password Manager



DPSS Users can reset their password from any DPSS workstation login screen via the a new **“Sign-in options”** link at the Windows logon screen (above). The following functions are available from the DPSS Password Manager service:

- Password Reset in the event of a failed or forgotten password
- Unlock a “locked” AD account in the event of multiple login failures.
- Allow you to create/modify your personalized self-service Q&A profile.

### Steps:

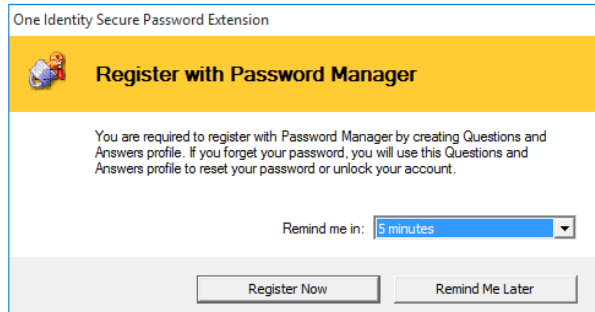


***It's as easy as 1, 2, 3 !***

Clicking on **“Sign-in options”** will invoke a pop-up window option that will go directly to the Password Manager portal. The portal will validate a user's identity through a pre-configured Q/A answer file previously created by the user.

## Invitation to create your password recovery profile:

First time users may also receive a a pop-up reminder to Register with Password Manager service:



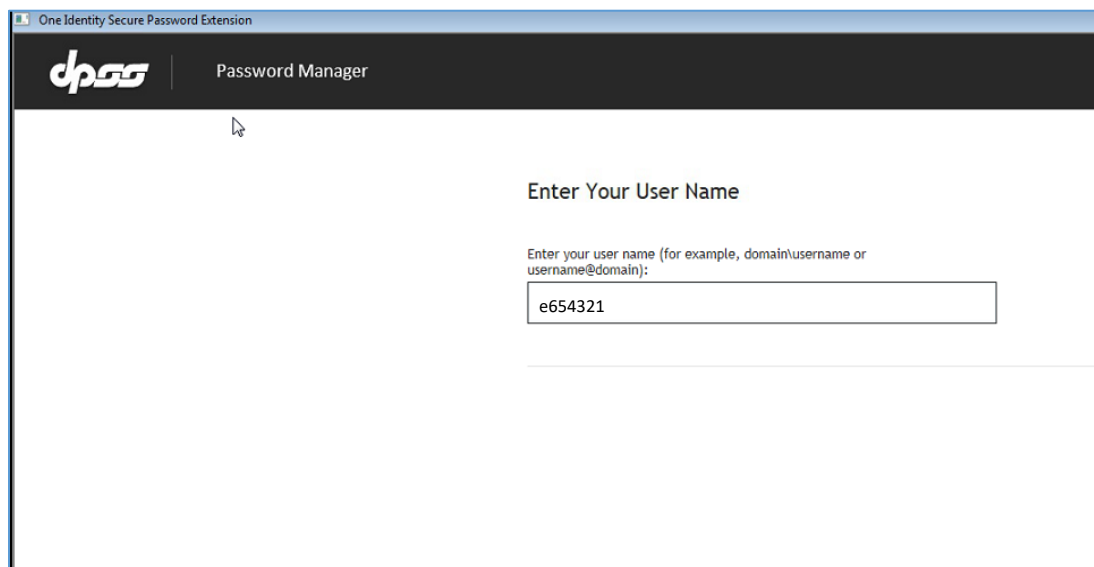
One Identity Secure Password Extension

**Register with Password Manager**

You are required to register with Password Manager by creating Questions and Answers profile. If you forget your password, you will use this Questions and Answers profile to reset your password or unlock your account.

Remind me in:

When you first click on a link to the Password Manager service you will be presented with the **“Enter Your Username”** screen:



One Identity Secure Password Extension

**dpss** Password Manager

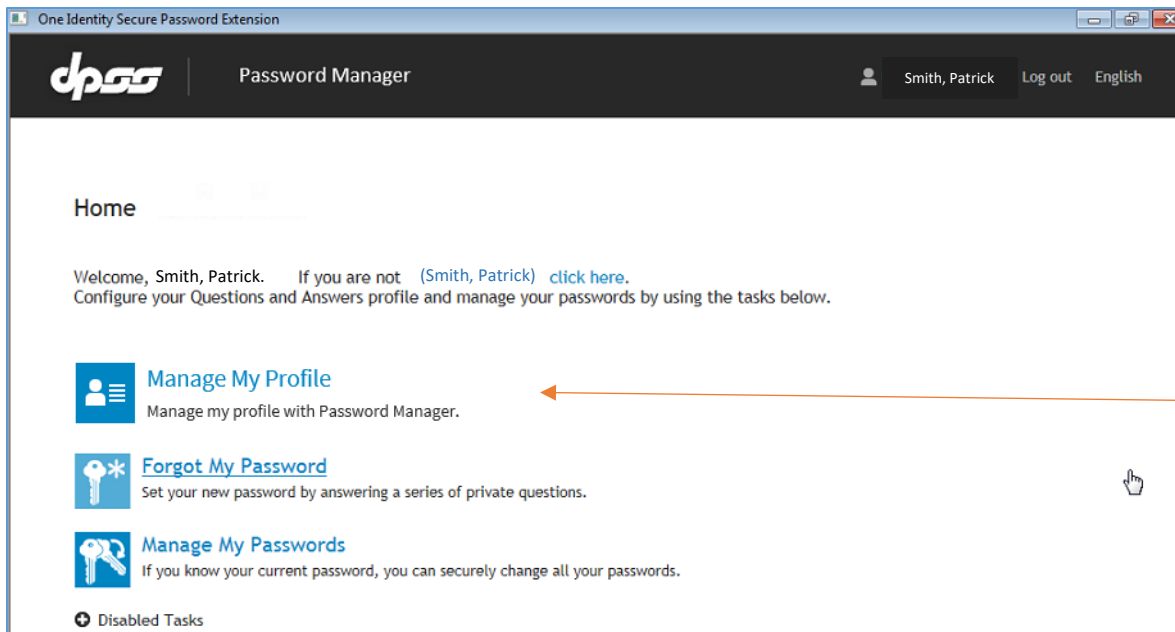
Enter Your User Name

Enter your user name (for example, domain\username or username@domain):

Once an Employee ID is entered successfully you will be presented with the following options:

- **Manage My Profile**– Requires a valid current password.
- **Forgot my Password** – Invokes a personalized Q&A session so the user can self-reset their password.
- **Manage My Passwords** – Manually change your password in the event it may have been compromised.

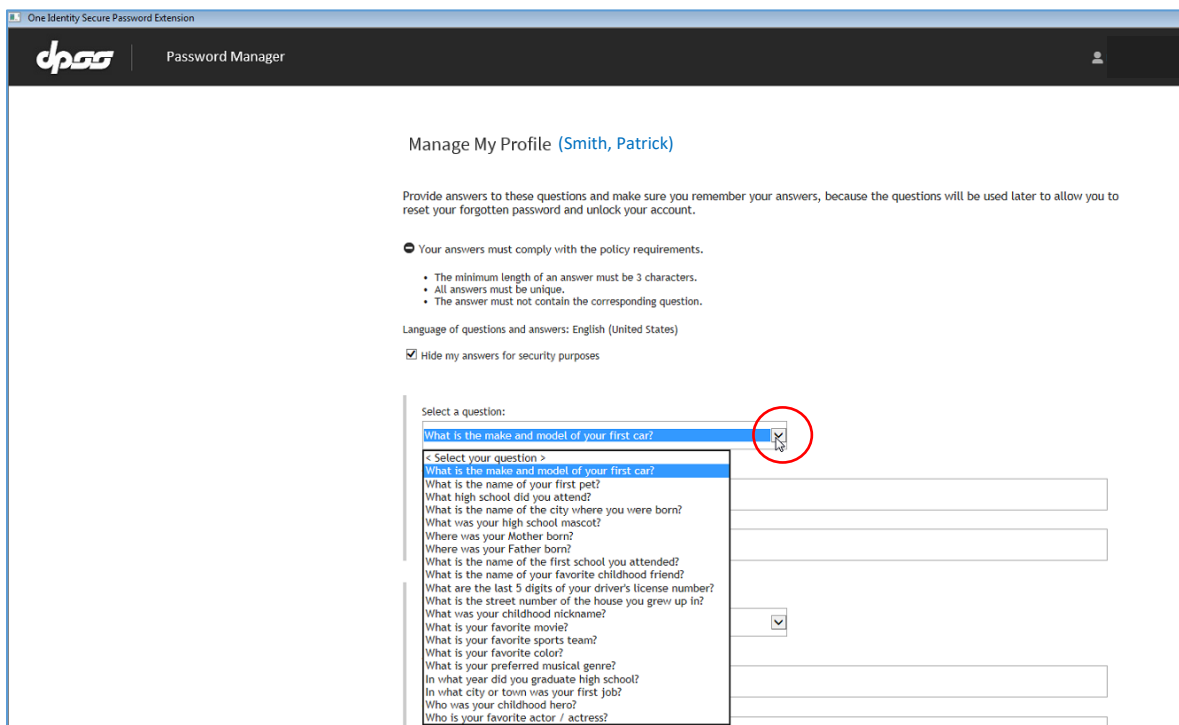




First time-users will need to choose: ***“Manage My Profile”***.

## Initial set up of the Questions and Answers (password recovery) profile:

Two (2) Q&A challenge/response questions are required for you to enable the password-recovery service for your account. You may select from any two of eighteen pre-populated generalized questions during the Q&A configuration session via pull-down menus:

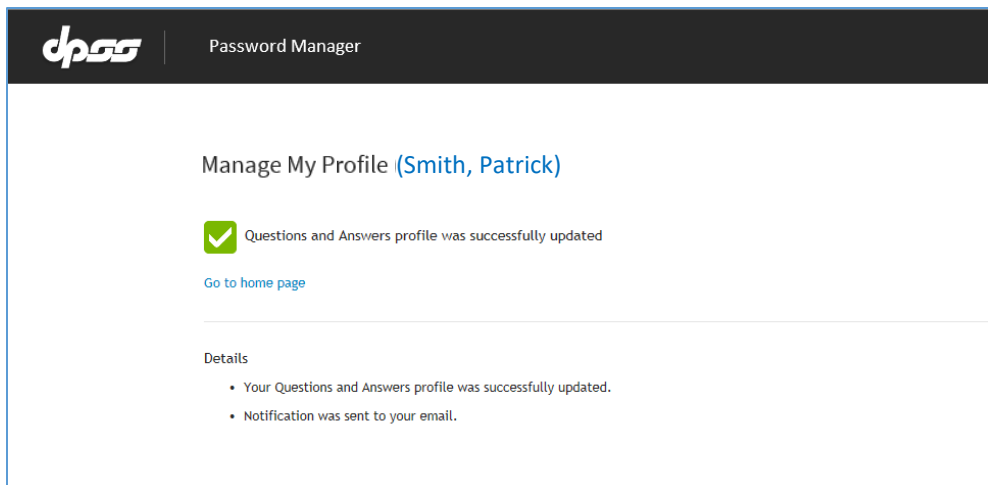


Once you have chosen the Challenge questions and provided personalized answers, you should have a screen like the one below:

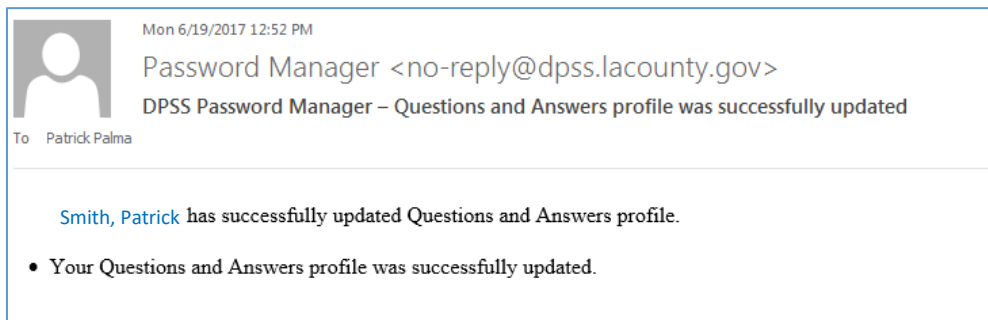
*Note:*  
Please remember to scroll down during the entire Q/A profile setup to complete the process

Scroll down, and you'll will also be asked to provide (2) general questions if you should you need to contact the Help Desk for additional assistance. Once all questions and answers have been completed, click the **Next** button:

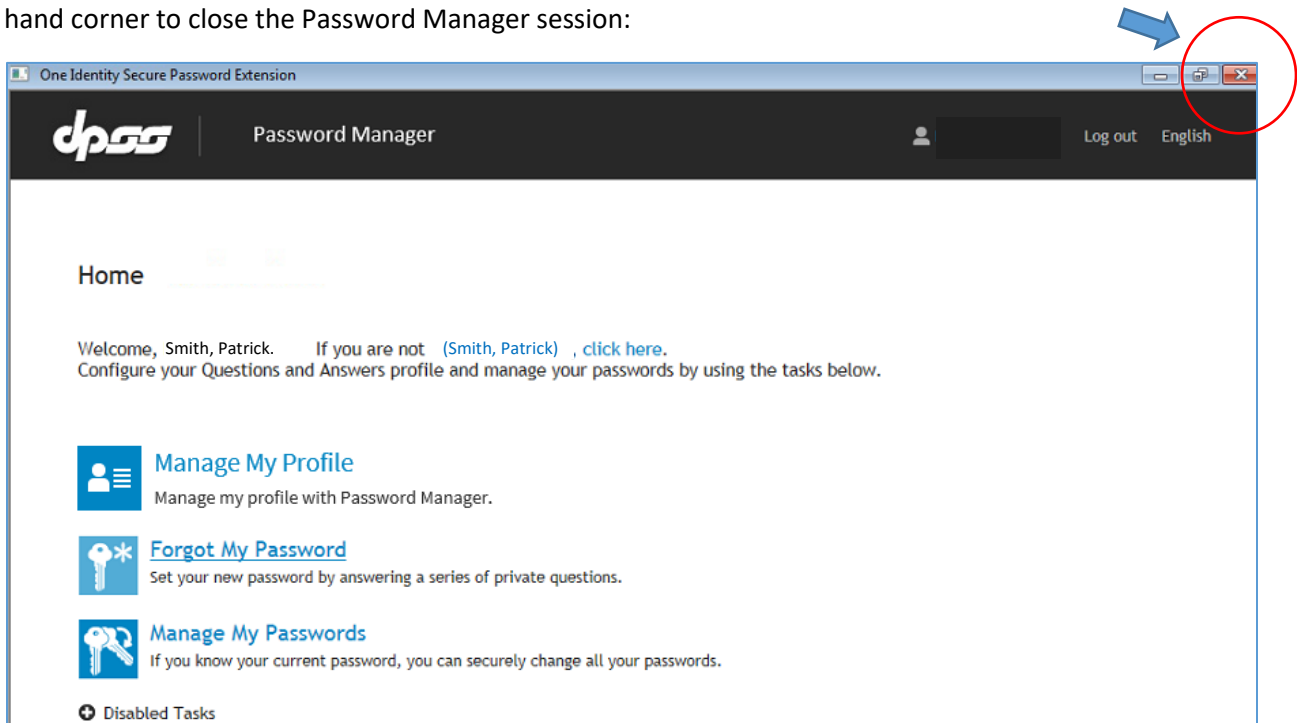
Once a successful Q&A online profile has been submitted you'll be presented with a confirmation page:



You will also receive an email a confirmation of a successfully created Q&A profile:

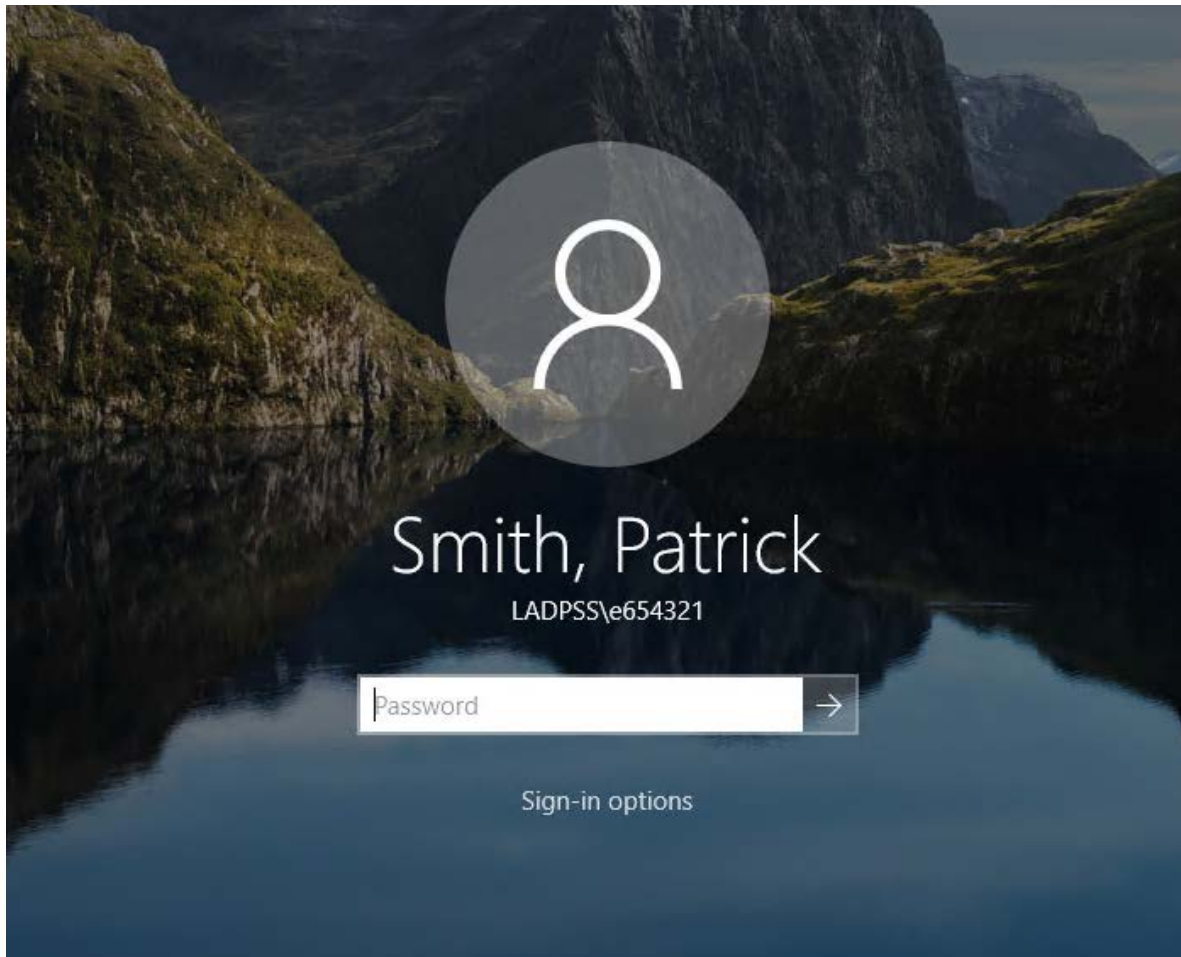


Once your Question and Answer profile has been completed you may click on the “X” in the upper right-hand corner to close the Password Manager session:



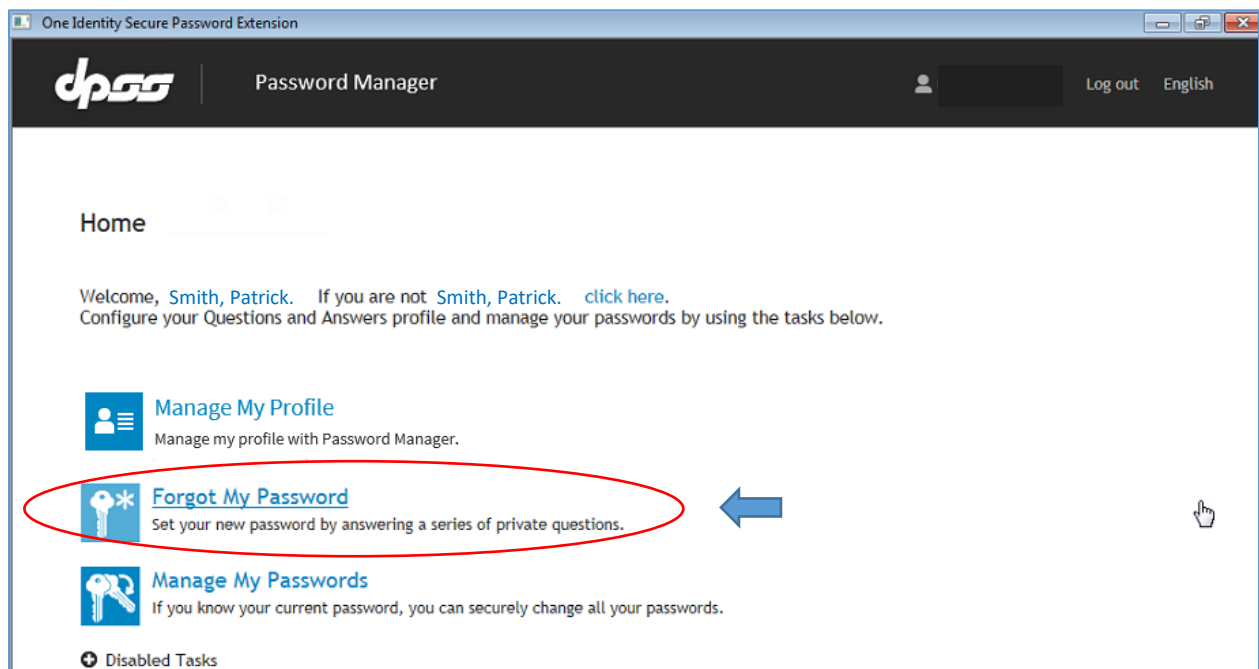
Your computer will return to the initial Windows login screen (or desktop if you are using a web browser):





## **Password Reset:**

If you have **forgotten your password** and would like to self-reset, click on the “Forgot My Password” link from the Windows logon screen (previous page), enter your Employee ID (e654321), and choose **Forgot My Password** from the Password Manager menu choices:



You will be prompted to answer a randomized question from your personalized Question/Answer profile. Answer the challenge question and click **Next** to continue:

One Identity Secure Password Extension

dpss Password Manager

Forgot My Password (Smith, Patrick)

To continue, answer the following questions.

Hide my answers for security purposes

Question: What is the street number of the house you grew up in?

Answer:

Next Cancel

Next, to establish a new password you will need to comply with the security requirements for creating a new secure password. Once you have met the requirements, click **Next** to continue:

One Identity Secure Password Extension

dpss Password Manager

Forgot My Password (Smith, Patrick)

Enter new password.

Your new password must comply with the password policy:

- The password must meet the system complexity requirements:
  - Not contain all or part of the user's account name
  - Contain characters from three of the following four categories:
    - English uppercase characters (A through Z)
    - English lowercase characters (a through z)
    - Numerals (0 through 9)
    - Non-alphabetic characters (such as !, \$, #, %)
- The password must meet the password length requirements of the system. The minimum password length: 8.
- The password must meet the password history requirements of the system. The number of passwords to store: 6.
- The password must meet the password maximum age requirements of the system. Maximum password age: 90.
- The password must meet the password age requirements of the system. Minimum password age: 2.

New password:

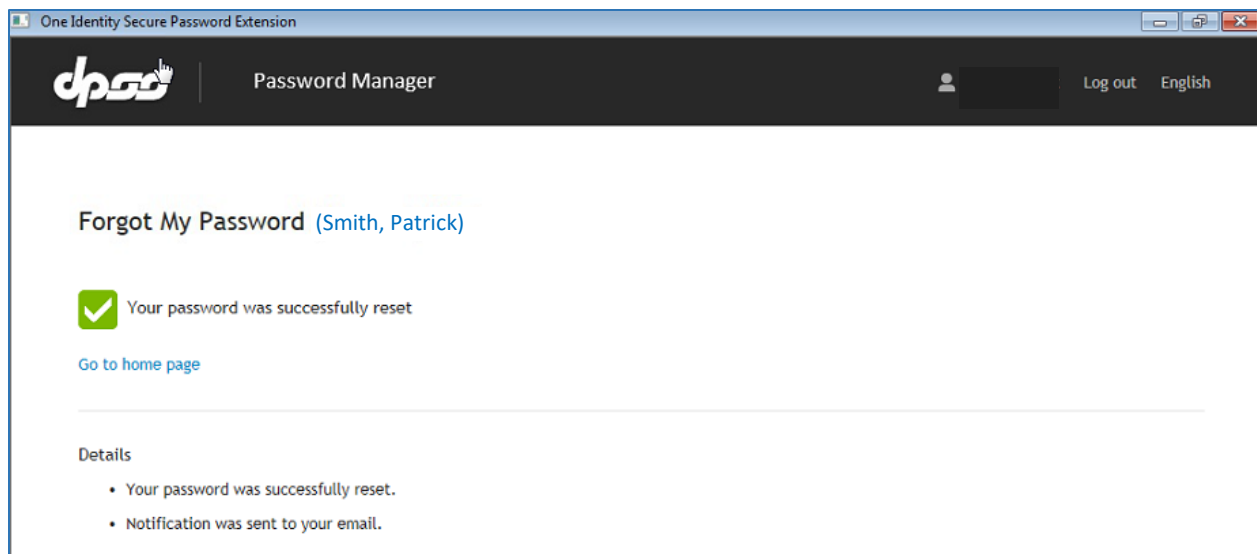
Confirm new password:

Next Cancel

You after successfully creating your new password you will be presented with a confirmation page and email:







You may now close your Password Manager session by clicking on the “X” in the upper-right corner:

You will now return to your initial Windows login screen and will be able to login with your new password enabled:

