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:

Invitation to create your password recovery profile:

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



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		
Password Manager		
La		
	Enter Your User Name	
	Enter your user name (for example, domain\username or username@domain): e654321	

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 <u>required</u> 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:

Password Manager	£
	Manage My Profile (Smith, Patrick)
	Provide answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to reset your forgotten password and unlock your account.
	• Your answers must comply with the policy requirements.
	The minimum length of an answer must be 3 characters. All answer must be diffuse. The answer must not contain the corresponding question.
	Language of questions and answers: English (United States)
	I Hide my answers for security purposes
	Select a question: What is the make and model of your first car? E Select your question > What is the make and model of your first car? What is the make and model of your first car? What is the make and model of your first car? What is the name of your favorite childhood friend? What is the street number of the house you grew up in? What is the street number of the house you grew up in? What is your favorite childhood friend? What



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

Password Manager	<u>.</u>	
		Note:
	Manage My Profile (Smith, Patrick)	Please remember
	Provide answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to reset your forgotten password and unlock your account.	to scroll down
	• Your answers must comply with the policy requirements.	during the
	The minimum length of an answer must be 3 characters. All asswers must be unique. The answer must not contain the corresponding question.	entire Q/A
	Language of questions and answers: English (United States)	profile
	Hide my answers for security purposes	setup to
	Select a question: What is the make and model of your first car? Answer: Confirm answer:	the process
	•••••	
12	Select a question: What is the name of your favorite childhood friend? Image: Confirm answer: Confirm answer: Image: Confirm answer: Select a question: Image: Confirm answer:	

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:

ရာဒေ	Password Manager	Log out	English	0
	•••••			^
	A Helpdesk operators may view your answers to the following questions.			
	Question: What is your favorite food? Answer:			
	Confirm answer:			
	•••••			
	Question: What is your favorite color?			
	Above:			11
	Confirm answer:			
	Next Cancel			>

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

dpss	Password Manager
	Manage My Profile (Smith, Patrick) Questions and Answers profile was successfully updated Go to home page
	Details • Your Questions and Answers profile was successfully updated. • Notification was sent to your email.

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 righthand corner to close the Password Manager session:

One Identity Secure Password Extension		- 7 -
Password Manager	2	Log out English
Home		
home		
Welcome, Smith, Patrick. If you are not (Smith, Patrick), click here. Configure your Questions and Answers profile and manage your passwords by using the tasks	below.	
Manage My Profile		
Manage my profile with Password Manager.		
Forgot My Password Set your new password by answering a series of private questions.		
Manage My Passwords If you know your current password, you can securely change all your passwords.		
O Disabled Tasks		

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:

One Identity Secure Password Extension		
Password Manager	٩	Log out English
Here a		
Home		
Welcome, Smith, Patrick. If you are not Smith, Patrick. Click here. Configure your Questions and Answers profile and manage your passwords by using the tasks below.		
Anage My Profile Manage my profile with Password Manager.		
Forgot My Password Set your new password by answering a series of private questions.		d b
Manage My Passwords If you know your current password, you can securely change all your passwords.		
Disabled Tasks		

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

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:	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:

🔝 🔍 e Identity Secure Password Extension	
Password Manager	1
	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 (rom three of the following four categories: English uppercase characters (A through 2) English lowercase characters (a through 2) Numerais (0 through 9) Non-alphabetic characters (such as 1, 5, #, %) The password must meet the password length requirements of the system. The minimum password length: 8. The password must meet the password length requirements of the system. The number of passwords to store: 6. The password must meet the password history requirements of the system. The number of passwords to store: 6. The password must meet the password age requirements of the system. Mainimum password age: 90. The password must meet the password age requirements of the system. Mainimum 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:

