



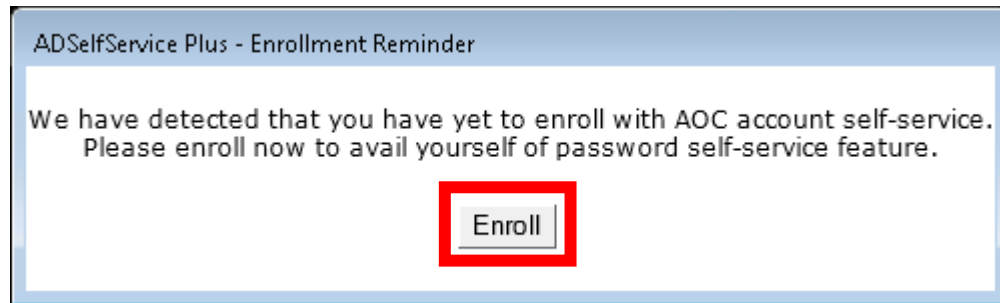
PASSWORD SELF-SERVICE

SEPTEMBER 29, 2014

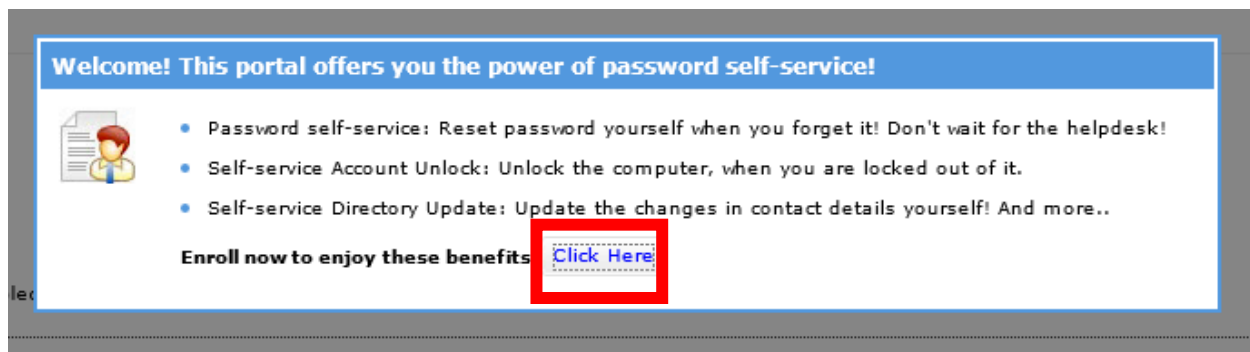
ENROLLING

Once self-service has been activated for your account, you will receive the following popup the next time you log into the network. You *must* complete the enrollment process before you can log in.

Click Enroll to begin.



Click on the Click Here link to continue.





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Select the questions you wish to use for your self-service verification and provide the answers to those questions. You can uncheck Hide Answers to display the text of your answers (to ensure you didn't misspell an answer). Click Enroll when finished.

ADSelfService Plus - Enrollment Reminder

Welcome, **trainer01**
[Sign Out](#)

[Change Password](#) **Enrollment**

User Registration

The information you provide here would be used to authenticate you when attempt to reset password or unlock your account.

***Security Questions**

Length Specification

- The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters

Register Your Security Que & Ans

Que:

Que:

Hide Answer(s)

After enrolling, click No to quit.

You have enrolled for password self-service successfully!
When you request for password self-service, you will be authenticated using this info.

Thanks for enrolling into ADSSP

Click Yes to explore Self-Service options
or No to quit.



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If you did NOT click No from the previous prompt, you will need to click Close (upper-right corner) to exit.

ADSelfService Plus - Enrollment Reminder

Welcome, **trainer01**
[Sign Out](#)

Change Password | Enrollment

Change Password

Change your current domain password.

Domain Password Policy Requirements

- The minimum password age is 0
- The maximum password age is 30
- The minimum password length is 7
- No. of Password Remembered is 6
- The password complexity property is Disabled

Old Password

New Password

Confirm New Password



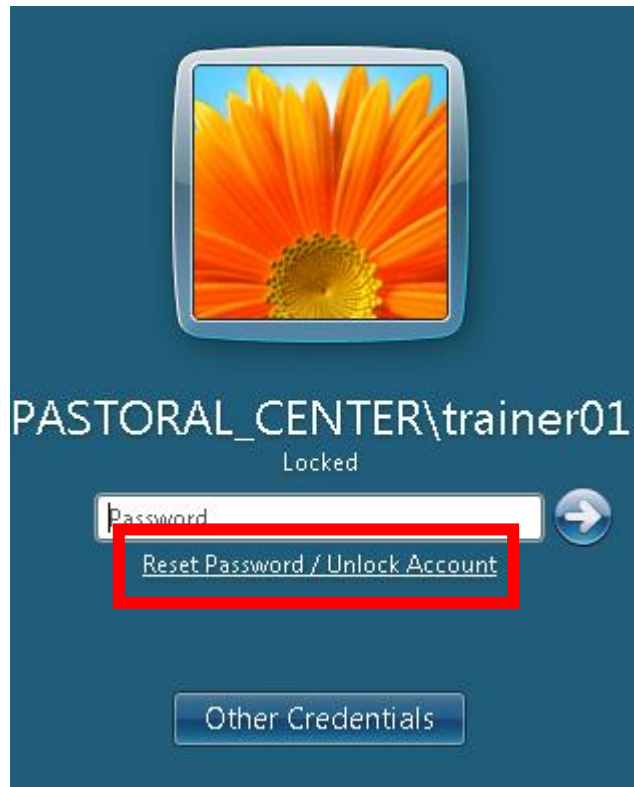
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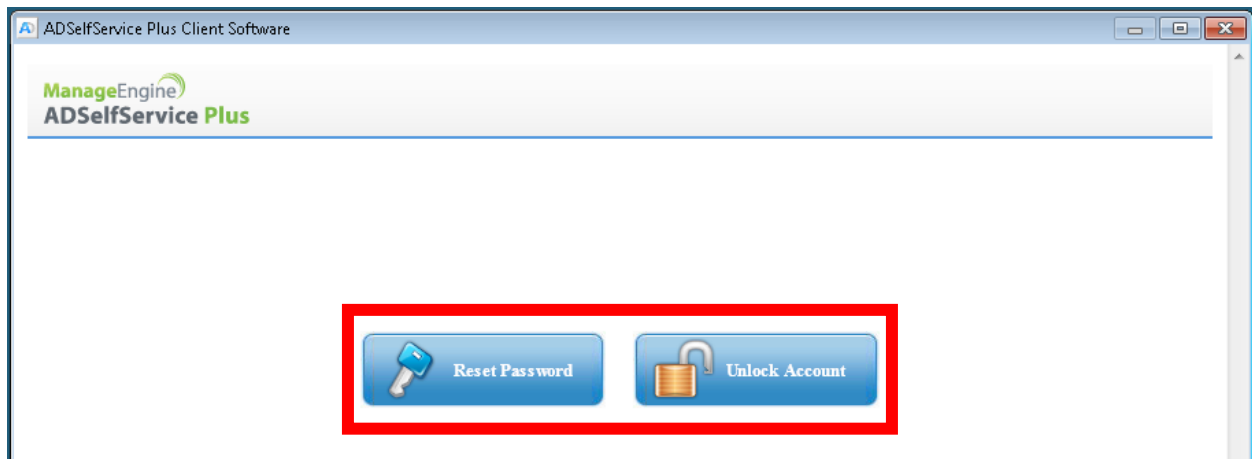
USING PASSWORD SELF-SERVICE

After you enroll in password self-service, you will be able to use your security questions and answers to unlock your account and/or reset your password.

At the login screen, click the Reset Password/Unlock Account link.



Select Reset Password or Unlock Account.





PASSWORD SELF-SERVICE

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Enter your User Name and click Continue.

ADSelfService Plus Client Software

Reset Your Password
Please provide your user name and domain name.

Domain User Name: (Example : Jsmith)

Answer the questions, enter the CAPTCHA text and click Continue.

ADSelfService Plus Client Software

Time left for this operation : 04:41

Security Questions
Please answer the following question(s) as per your enrollment profile to reset your password

Answer the below question(s)

Que: When is your parents' wedding anniversary ?
Ans:

Que: What is your favourite colour ?
Ans:

Type the characters you see in the picture below.

Letters are not case-sensitive



PASSWORD SELF-SERVICE

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If you are resetting your password, enter (and confirm) a new password, enter the CAPTCHA text and click Reset Password.

ADSelfService Plus Client Software

Time left for this operation : 04:57

Reset Password

Please enter a new password in the boxes below:

Domain Password Policy Requirements

- The minimum password age is 0
- The maximum password age is 30
- The minimum password length is 7
- No. of Password Remembered is 6
- The password complexity property is Disabled

Reset Password

New Password :

Confirm New Password :

Type the characters you see in the picture below.

209jhf

Letters are not case-sensitive



PASSWORD SELF-SERVICE

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If you are UNLOCKING your account, enter the CAPTCHA text and click Unlock Account.

Time left for this operation : 04:58

Unlock Account
Unlock your locked out account

Unlock Account

Type the characters you see in the picture below.

c9h9og

Letters are not case-sensitive

Unlock Account Cancel

(If your account is NOT locked out, you will get an error if you try to Unlock [your] Account.)

CHANGING YOUR HINTS

If you have forgotten your password hints, AFTER you call the IT Assistance Line at 312-534-5227 to RESET your password, you should update your hints.

You can do so by browsing to <http://aoc-pss.ad.archchicago.org:8888>. This link is also provided on the Archdiocesan Links page listed on your Start Menu.