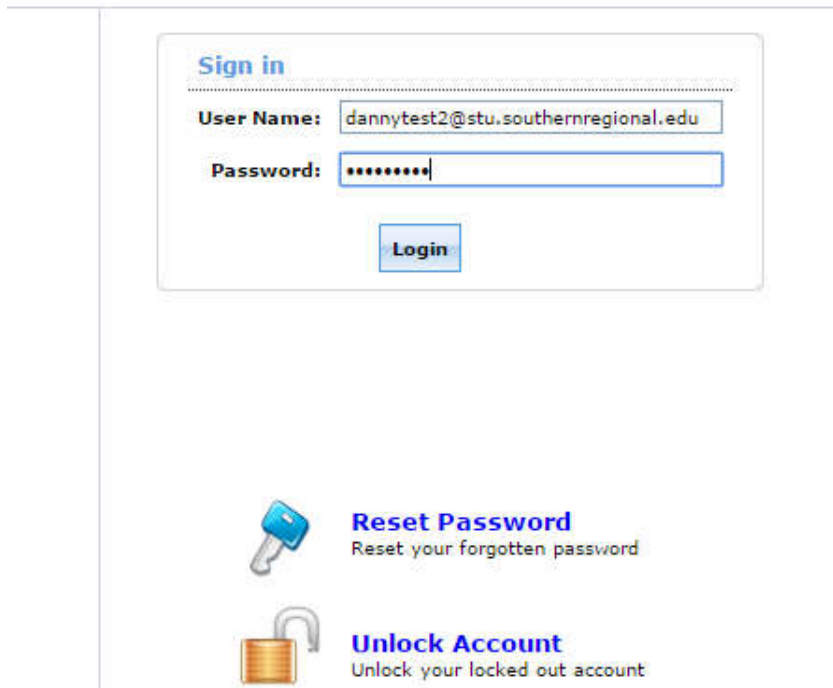
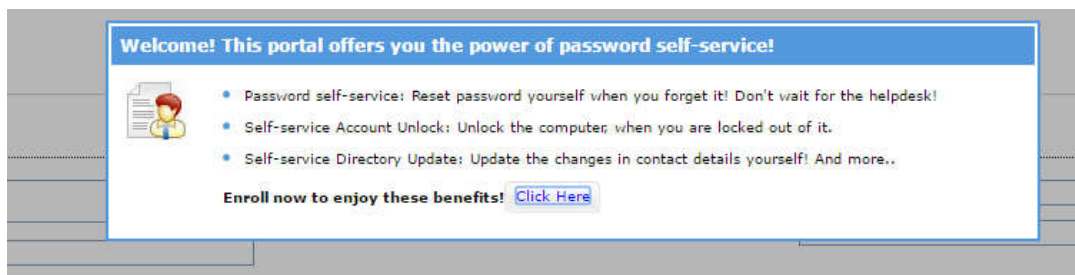


1. Browse to <http://passwordreset.southernregional.edu:8888/>
2. Sign in with your e-mail address and password to register yourself with the service.



The screenshot shows a web page titled "Sign in" with a form for user authentication. The form contains two input fields: "User Name" with the value "dannyttest2@stu.southernregional.edu" and "Password" with masked characters "*****". Below the fields is a "Login" button. Underneath the sign-in form, there are two options: "Reset Password" with a key icon and the text "Reset your forgotten password", and "Unlock Account" with a padlock icon and the text "Unlock your locked out account".

3. Click the "Click Here" button



The screenshot shows a welcome message in a blue-bordered box. The text reads: "Welcome! This portal offers you the power of password self-service!". To the left of the text is an icon of a person with a document. To the right, there is a bulleted list of services: "Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!", "Self-service Account Unlock: Unlock the computer, when you are locked out of it.", and "Self-service Directory Update: Update the changes in contact details yourself! And more..". At the bottom of the box, it says "Enroll now to enjoy these benefits!" followed by a "Click Here" button.

4. Select 2 security questions and answers

User Registration

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

Security Questions Google Authenticator

Length Specification

- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

Register Your Security Que & Ans

Que: -----Please Select a Question----- ▼

Answer Confirm Answer

Que: -----Please Select a Question----- ▼

Answer Confirm Answer

Hide Answer(s)

[Enroll](#)

You can also add the Google Authenticator if you would like to use two factor authentication and be able to change your password via your smartphone. ****This is optional****

5. When finished, Click Enroll

If you want to fill in some information (completely optional), click My Info and enter details in the profile screen.

To reset or change your password:

1. Click the Reset Password button.

Sign in

User Name:

Password:

Login



Reset Password

Reset your forgotten password



Unlock Account

Unlock your locked out account

2. Enter your username. This is the part of your e-mail address before the @ symbol. [Jsmith1234@stu.southernregional.edu](mailto:jsmith1234@stu.southernregional.edu) would be jsmith1234.
3. Click Continue.
4. Answer the questions you previously setup. Also if you are presented with a CAPTCHA, enter those characters as well.

Time left fo

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

Answer the below question(s)

Que: Who is your childhood hero ?
Ans:

Que: What is your favourite colour ?
Ans:

Type the characters you see in the picture below.

Letters are not case-sensitive

Continue **Cancel**

5. Click Continue.
6. You can now assign yourself a new password that meets the listed requirements.

Reset Password
Please enter a new password in the boxes below:

Domain Password Policy Requirements

- The minimum password age is 1
- The maximum password age is 90
- The minimum password length is 8
- No. of Passwords Remembered is 24
- The password complexity property is Enabled

Reset Password

New Password :

Confirm New Password :

Type the characters you see in the picture below.

23tst6

Letters are not case-sensitive

Your password has been changed. Please allow up to 30 minutes for the change to be uploaded to Office 365 for e-mail login.