

## How to Reset your Network Password

**OBJECTIVE:** This document will help you learn how to change and or Reset your network password.

**Reasons to change your password:**

1. Forgotten password and need it reset
2. Feel your password has been compromised and want to have it changed.

The first step is to go into the R-Directory and setup your Password Reset Profile.

Refer to How to change Addressbook Information Document on how to access the Password Reset Profile.

Setting your Password Reset Profile is simple and easy. Select from the drop down your choice of question and then type in your answer in the box below. The last one allows you to make up your own question and answer.

**NOTE:** Answers are NOT-Case Sensitive so do not worry about upper or lowercase as it does not affect anything when you go to reset your password.

Below is a screen shot of the PW Reset Profile.

The screenshot shows a web browser dialog box titled "Password Reset Profile -- Web Page Dialog". Inside, there's a tab labeled "Password Reset Profile". The main content area is divided into three sections:

- Selectable Questions:** This section contains two rows. Each row has a dropdown menu for the question and a text box for the answer. The first row has the question "What is your favorite Color?" and the answer "blue". The second row has the question "What was the name of your first pet?" and the answer "spot".
- User Defined Questions:** This section contains one row with a text box for the question "My favorite User" and a text box for the answer "test1".
- Buttons:** At the bottom right of the dialog are "Ok" and "Cancel" buttons.

At the bottom of the browser window, the address bar shows the URL "https://esxowa.utmck.edu/Namescape/Framework/Com? Internet".

Arrow to click on to show list of questions

Answer to question upper or Lower case does not matter

Personal Question and Answer Case does not matter.

**Figure 1**

Once you hit the OK button your PW reset profile has been set and you can now use the Self Password Reset website to reset or change your password.

To enter the Password reset website click on the following link or type it into your Web Browser. The page looks like figure below.



First we go through the “Reset My Password” link first as if we have forgotten our password.

Click on the Reset My Password link.

You will then be asked for your Network Username and Domain. Type both of them here and click on the continue button.

UserName = Your Network Logon

Domain = UTMCK

After you hit continue Next Screen will begin starting with the questions you answered when you were in the Password Reset Profile.



Note: Answer is not revealed.

Hit continue when you are done



Answer not revealed

Hit Continue when ready



Personal question and answer.  
Case is not important.

Hit continue to go to the  
next screen.

**After you have answered the three questions correctly you will come to a screen that will give you two options.**

**First Option: Allow the system to generate you a password.  
Click the Radio button for Generate Password then click on Generate Password Button.**

**Note: If you do not like the password generated you can continue hitting the Generate Password button until one comes up that you prefer.**

**Second Option: Create your own Password  
Click the radio button Enter Password  
Type your password in the Password box and retype in the Confirm box.**

**NOTE: The password must meet Complex Password Rules. Minimum of 7 characters and 3 of 4 of the following characters must be used (Upper case, Lowercase, numeric, special characters) password cannot contain any part of the username. Example: Annexd50 meets uppercase, lowercase and numeric.**

Once you have chosen your password hit the Continue button and your password will have been changed. If you do not meet any of the password requirements or mistype the password in the confirm box you will receive an error and let you redo the password.

Let system generate password for you. Annexed50 would be your new password

Hit Continue when you are done.

If you Choose Password type password and retype it in the Confirm box.

**Congratulations You have now reset your password for use next time you logon.**

## Change My Password Option.

myPassword -- ©2005 Namescape Corporation - Microsoft Internet Explorer

Address: https://esxowa.utmck.edu/passwordreset/PasswordChange.aspx

myPassword

Self-Service Password Management

Enter your Logon name and password to change your password

Logon

User Name: test1

Password: .....

Domain: UTMCK

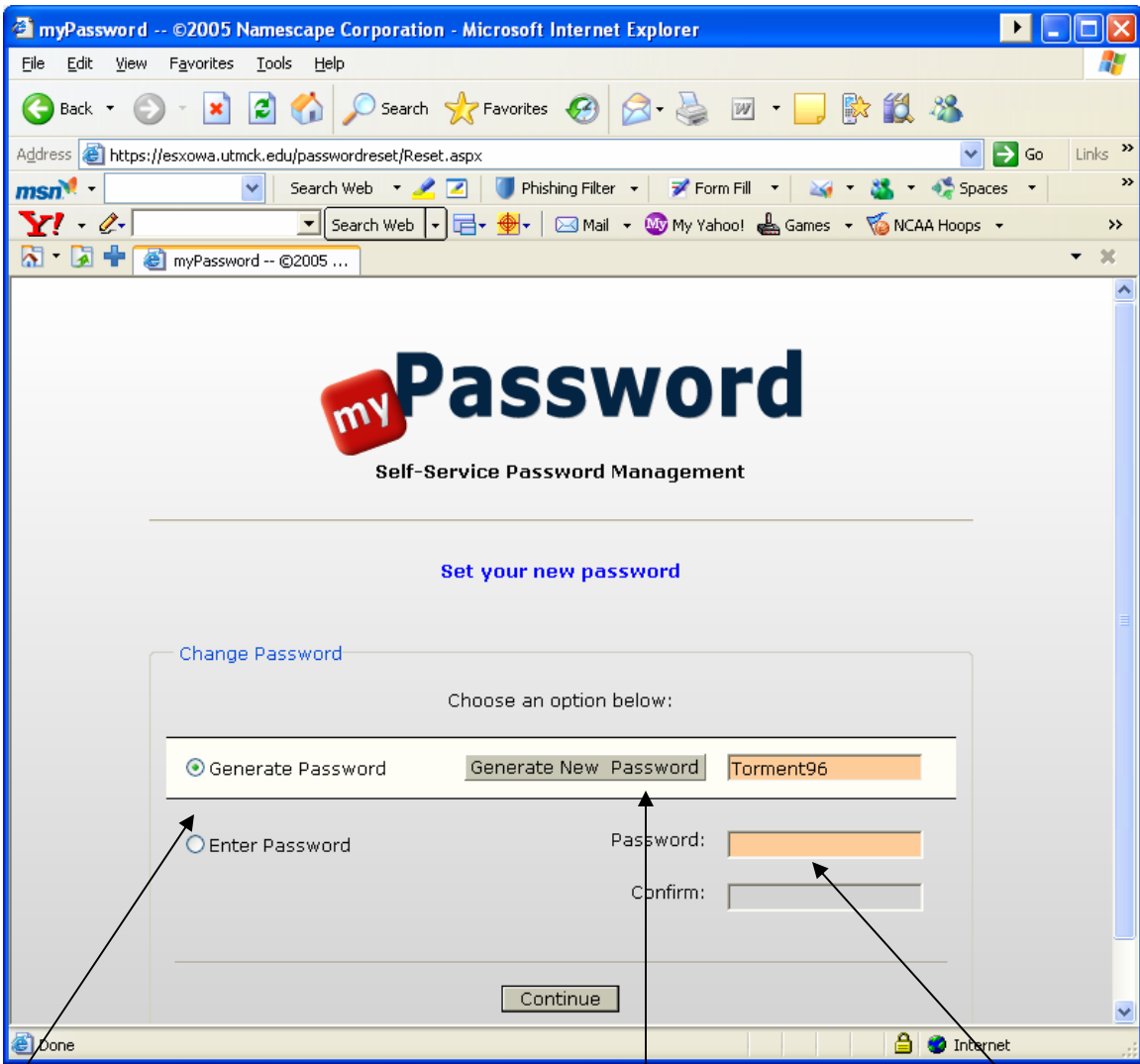
Continue

Use your current Network Username and Password.

Hit Continue after you enter your login information

Domain need to be UTMCK

The next step is Identical to the other option on password reset.



Choose Generate password if you want the system to make one up for you. Choose Enter password if you want to enter your own.

Click here to Generate password.

Type in new password if you choose your own. Then retype to confirm.