

Maintain Accounts using myPassword



The screenshot shows the myPassword Self-Service Password Management home page. It features a red 'myPassword' logo at the top left. Below the logo, the text 'Self-Service Password Management' is displayed. There are four main menu items arranged in a 2x2 grid: 'Change my Password' (with a sub-description: 'Change your password if you know your current password'), 'Reset my Password' (with a sub-description: 'Reset your password if you don't know your current password'), 'Unlock my Account' (with a sub-description: 'Unlock your account if you remember your password'), and 'Edit my Profile' (with a sub-description: 'Edit the questions and answers in your Password Reset Profile').

Access the web application

The myPassword software is a web based application which can be accessed from almost any Internet enabled device. A link to the application is included on the home page of the SPARCC website. Upon entering the application, you will be presented with a menu of choices. The four options include Change my Password, Reset my Password, Unlock my Account and Edit my Profile. To reset the password for another account, click on the 'Reset my Password' link.



The screenshot shows the 'Logon Information' screen in the myPassword application. It has the same logo and title as the home page. The main heading is 'Enter your user name to reset your password'. Below this, there is a 'Logon Information' section with a 'User Name' text box containing 'test', a 'Domain' dropdown menu set to 'PRIVATE', and a 'Logon' button at the bottom.

Enter the user name of the account you wish to modify

The application will display a screen including a text box for User Name, a drop down box for Domain and a Logon button. You should enter the user name of the account you wish to modify in the User Name text box. By default, the Domain is set to PRIVATE and is the only option in the drop down box. Once the user name has been entered, click on the Logon button to proceed to the next screen.



The screenshot shows the 'Voucher' screen in the myPassword application. It features the logo and title. A warning message states: 'Before you can proceed you need to have a coworker vouch for you by entering their logon name and password.' Below this, it says 'You are vouching for : test' and 'if this is incorrect please cancel and provide alternate credentials'. There is a 'Voucher' section with a 'User Name' text box containing 'david.forman', a 'Password' text box with masked characters, a 'Domain' dropdown menu set to 'PRIVATE', and a 'Logon' button at the bottom.

Complete the vouching screen entries

The utility will display a screen with text boxes for User Name and Password, a drop down box for Domain and a Logon button. Within the User Name text box, enter the user name of your SPARCC Active Directory account. Enter the password associated with your account in the Password text box. Again, the Domain is set to PRIVATE by default and is the only option in the drop down box. Click on the Logon button to proceed to the next screen. The application will verify your user name and password and check that you have the necessary authorization to request this change.



The screenshot shows the 'Set your new password' screen in the myPassword application. It features the logo and title. There are two options: 'Generate' (selected) and 'Enter'. Under 'Generate', there is a 'Generate Password' button and a text box showing a generated password. Under 'Enter', there are 'Password:' and 'Confirm:' text boxes, both with masked characters, and a 'Reset Password' button at the bottom.

Set the password for the account

The application will display a screen with two sections and several text boxes. By default, the Generate Password option is set on and you can accept the generated password by clicking on the Generate Password button. Alternatively you may enter a password, by clicking on the Enter button and entering the new password in the Password and Confirm text boxes. Once this is completed click on the Reset Password button to complete the modification.



The screenshot shows the success screen in the myPassword application. It features the logo and title. A message states: 'Your Password has been Reset!'. Below this, it says 'You will automatically be returned to Main Menu in 2:00' and 'Counter: 1:52'. There is a 'Return to Main Menu now' button at the bottom.

Verify the password modification

Once you complete the steps as detailed above, the application will display a screen indicating that the routine was successful. Click on the Return to Main Menu now button to perform additional tasks within the application. Finally, contact the district employee, provide them their new password and encourage them to use the application to maintain their password.