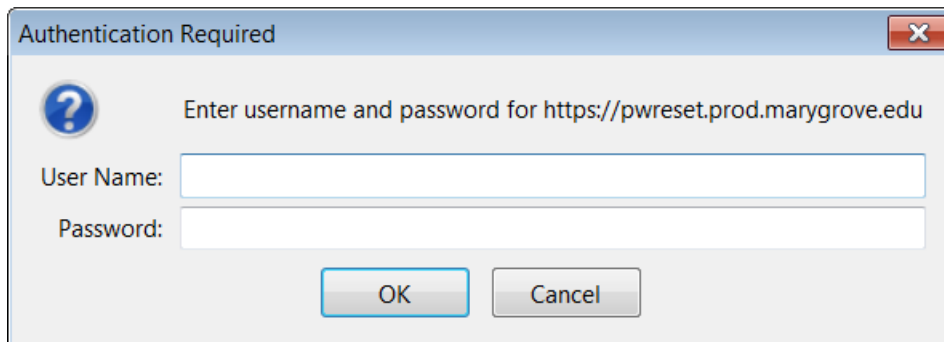


How to register for the password reset tool

Follow the steps below to register to use the password reset tool.

- 1) Go to <https://pwreset.prod.marygrove.edu>
- 2) Type in your user name and password. **IF YOU ARE USING A COMPUTER OFF CAMPUS REMEMBER TO ENTER PRODMARY\yourusername IN THE USER NAME BOX.**



Authentication Required

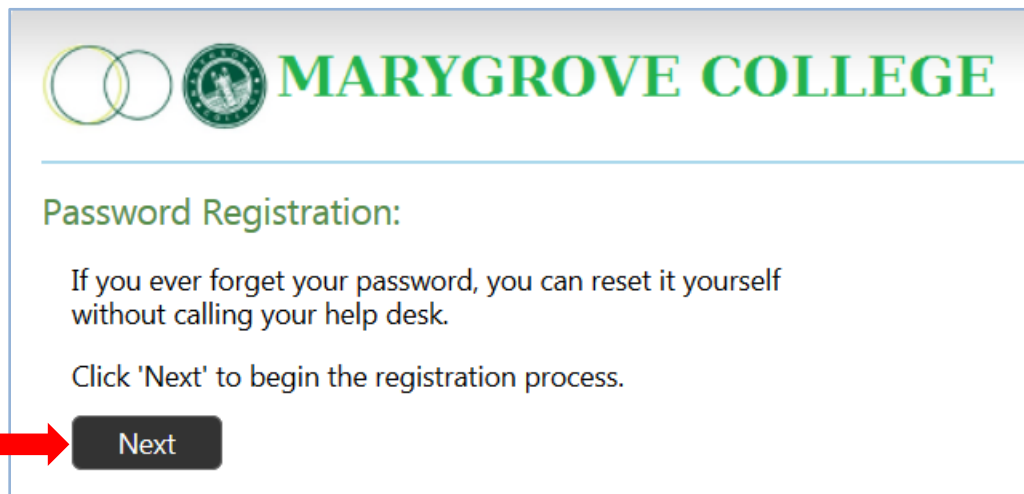
Enter username and password for <https://pwreset.prod.marygrove.edu>


User Name:

Password:

OK Cancel

- 3) Click **Next**.




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Password Registration:

If you ever forget your password, you can reset it yourself without calling your help desk.

Click 'Next' to begin the registration process.

 **Next**

4) Enter your password.



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Password Registration: Your Current Password

Enter your current password below, then click 'Next'.
(logged in as: **PRODMARY\tmcentire9421**)

Password:

Next **Cancel**

5) Answer the questions and click **Next**.



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Password Registration: Register Your Answers

You must answer at least 2 questions to register.
Each answer must contain at least four characters, and no two answers may be the same.


What is your oldest cousin's first and last name?

What is your maternal grandmother's maiden name?

The responses you provide are stored by your organization in Forefront Identity Manager.


Next **Cancel**

6) You have now registered. Close your browser.



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Completed: You are now registered

 If you ever need to reset your password:

1. Go to the reset password portal
2. Verify your identity
3. Choose your new password

How to reset your password

Perform the following steps to reset your password

- 1) Go to <https://resettool.prod.marygrove.edu>
- 2) Type in your user name. **IF YOU ARE USING A COMPUTER OFF CAMPUS REMEMBER TO ENTER PRODMARY\yourusername IN THE USER NAME BOX.** Click **Next**.



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Password Reset:

Please enter your user name below

Examples:
contoso\mmeyers
mmeyers@contoso.com

 **Next**

- 3) Type in the answers to your identity.
- 4) Click **Next**.



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Verify Your Identity: Submit Your Answers


You must answer 2 of the following 2 questions.

What is your oldest cousin's first and last name?

What is your maternal grandmother's maiden name?

Next **Cancel**

- 5) Enter your new password. **PASSWORDS MUST BE BETWEEN 8 -16 CHARACTERS LONG AND MUST CONTAIN A CAPITAL LETTER AND A NUMBER. YOUR PASSWORD CANNOT BE YOUR NAME**
- 6) Then re-enter your password and Click **Next**.



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Password Reset: Choose Your New Password

(Resetting password for tmcentire9421)

Enter a new password:

Re-enter the password:

Next **Cancel**

7) You have successfully reset your password.



Success: Your password has been reset



You can now use your new password to log in.