## **AD Self Service Password Reset Tool**



The AD Self Service Password Reset Tool will allow faculty and staff the ability to reset their computeremail password on and off campus. Choose a link below:

How to Enroll

How to Reset Your Password

## How to Enroll:

- Go to: <u>https://reset.fletcher.edu:9251</u>
- Or <u>www.fletcher.edu</u> > Faculty & Staff > Quick Links
- On the welcome screen enter the information as follows:
- User Name: computer username (ex. Luke Skywalker = lskywalker)
- Password: Your computer password

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Fletcher TremacAs consummery COLLEGE*	
	Please login here
Update Your Profile Efficiently :	Sign in
	User Name:
User Registration Establish your identity via registration	Password:
Self Update Update your contact information	Login
Change Password Change your password using current password	
	Reset Password Reset your forgotten password
	Unlock Account Unlock your locked out account

- Once your logged in you will see the Welcome message
- Click the green "Click Here" button to get started.

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Fletcher	Profile Change Password Profile ③ General Description Office Telephone Number Web Page	Enrollment - - +19854487931 -	Welcome! T	his portal offers you the power of password self-service!  Password Reset: Securely reset your machine password withou Account Unlock: Unlock your account when you get locked out Profile Update: Update your photo, mobile number, address, an Enroll now to enjoy these benefitst	at help desk assistance. without help desk assistance. Id other details on your own. * Mobile Fex		
Katie Nolan Senior System Administrator Enformation Technology Reporting To Mark McLean	Address Street PO Box City State Zip				1P Phone	7931	

• On the next page, choose your two reset questions and answers. Then click the green "Next" button to finish enrollment.

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Fletcher TECHNICAL COMMUNITY COLLEGE"		Profile	Change Password	Enrollment						
User Registration 🕜										
					Pleas	se enroll for	the forced verification methods enabled	for your account.		
					1	Security Ou	estions			
					*	2000.00, qu				
						Question :	Please Select a Question		~	
							Answer	Confirm Answer		
						Question :	Please Select a Question		×	
							Answer	Confirm Answer		
						Hide An	swer(s)			
						• The minin	num length of the answer(s) should be 5 ch	aracters and maximu	um allowed is 255 cha	racters
									Step 1 of 1	Next

• You can also setup a profile and change your password in the portal.

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Fletcher reconnect connunity college"	Profile Change Password	Enrollment		
	Profile 🕜			
	General		Contact	
	Description		Home Phone	
	Office		Pager	-
	Telephone Number	+19854487931	* Mobile	-
	Web Page		Fax	-
			IP Phone	7931
Katie Nolan Senior System Administrator Information Technology	Address			
	Street			
Reporting To	PO Box			
Mark McLean	City			
· ·	State			
	Zip			

## • Change Password Screen:

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Fletcher TECHNICAL COMMUNITY COLLEGE	Profile	Change Password	Enrollment
Change Password (?)			
Old Password			
New Password			
Confirm New Password			
	•The minimun •The maximun •The minimun •No. of Passw •The password	n password age is 1 m password age is 160 n password length is 8 ords Remembered is 2 d complexity property is	s Enabled
	Change Pas	sword Cancel	

## How to reset your password:

• Click "Reset Password" link

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Fletcher College		
	Please login here	
Update Your Profile Efficiently :	Sign in	
	User Name:	
User Registration Establish your identity via registration	Password:	/
Self Update Update your contact Information	Login	
Change Password Change your password using current password		
	V.	
	Reset Password Reset your forgotten password	
	Unlock Account Unlock your locked out account	

• Enter your username and the CAPTCHA info to continue

*Enter Username	knolan	(Example : Jsmith)	
	Type the characters you s	ee in the picture below.	
	302	ot	
		ici	

• Answer your security questions and enter the CAPTCHA info to continue to reset your password

what is the name of your favourite cousin?	
Answer	
What is your mother's maiden name ?	
Answer	
at7n5d	