

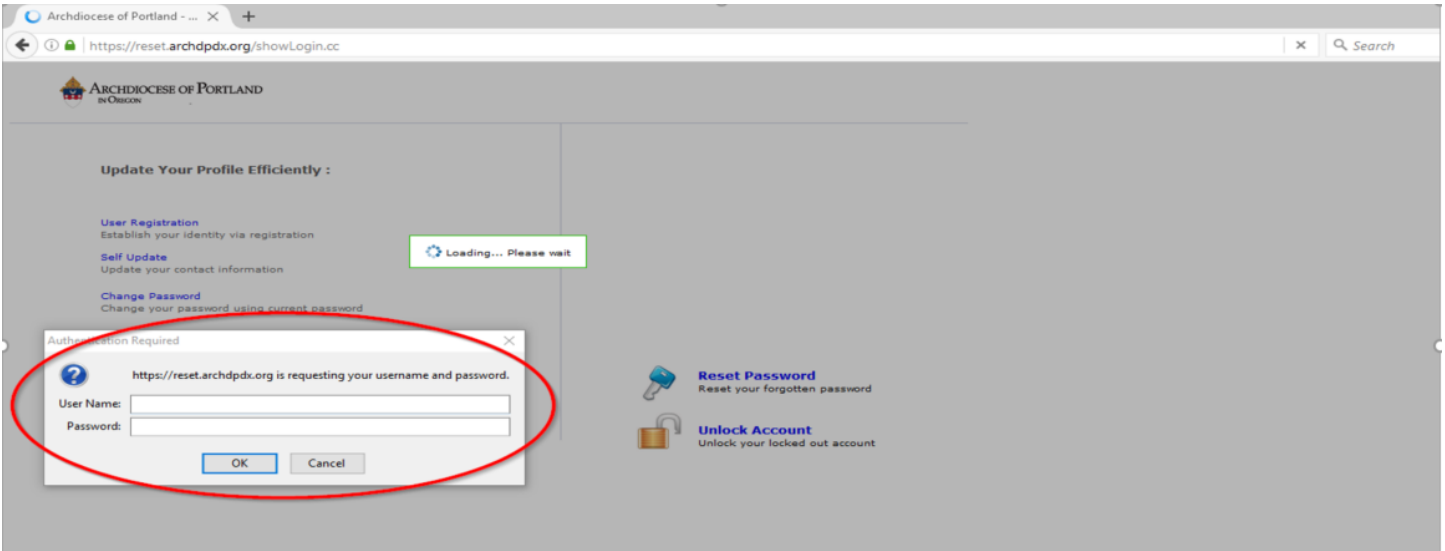
Password Reset Instructions

Welcome to the new and improved password reset tool enabling you to reset your password and unlock your account or change your password at any time without delay

Login as to the password reset page as follows, click the following link or copy and paste into your browser window

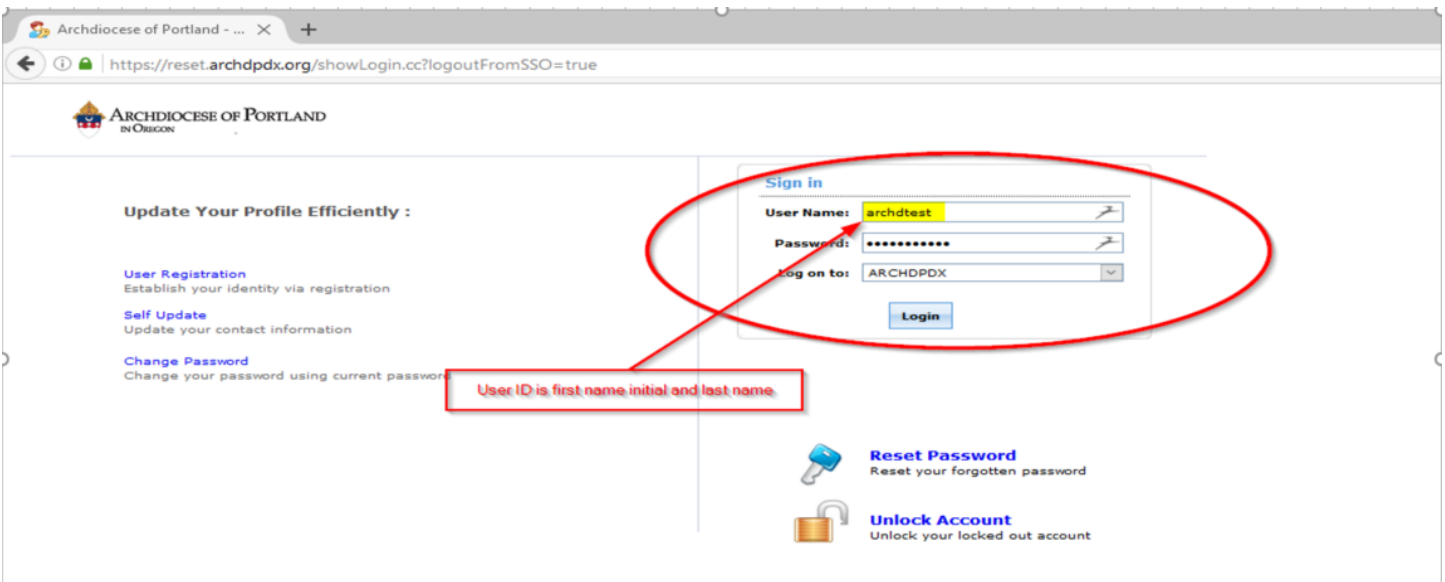
<https://reset.archdpdx.org>

- 1) Upon initial login, you will be prompted for user credentials. Select **cancel**



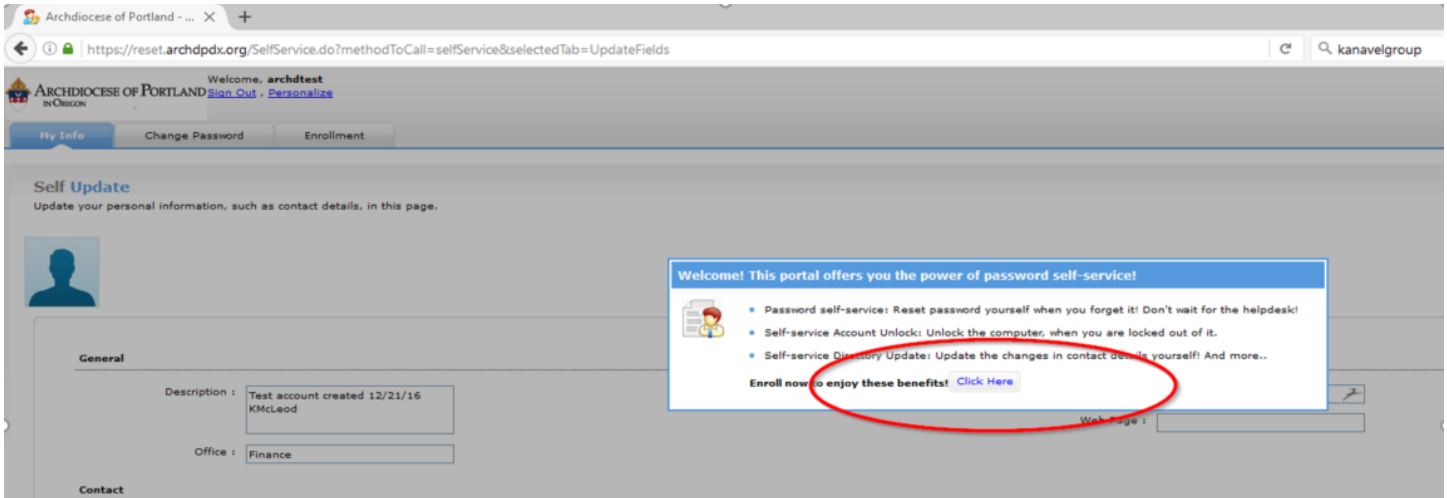
- 2) Sign in with your ARCHDPDX domain user account as shown

If your account is locked or you don't remember your password please contact your system administrator via the helpdesk – helpdesk@archdpdx.org Ph (877) 633-3104

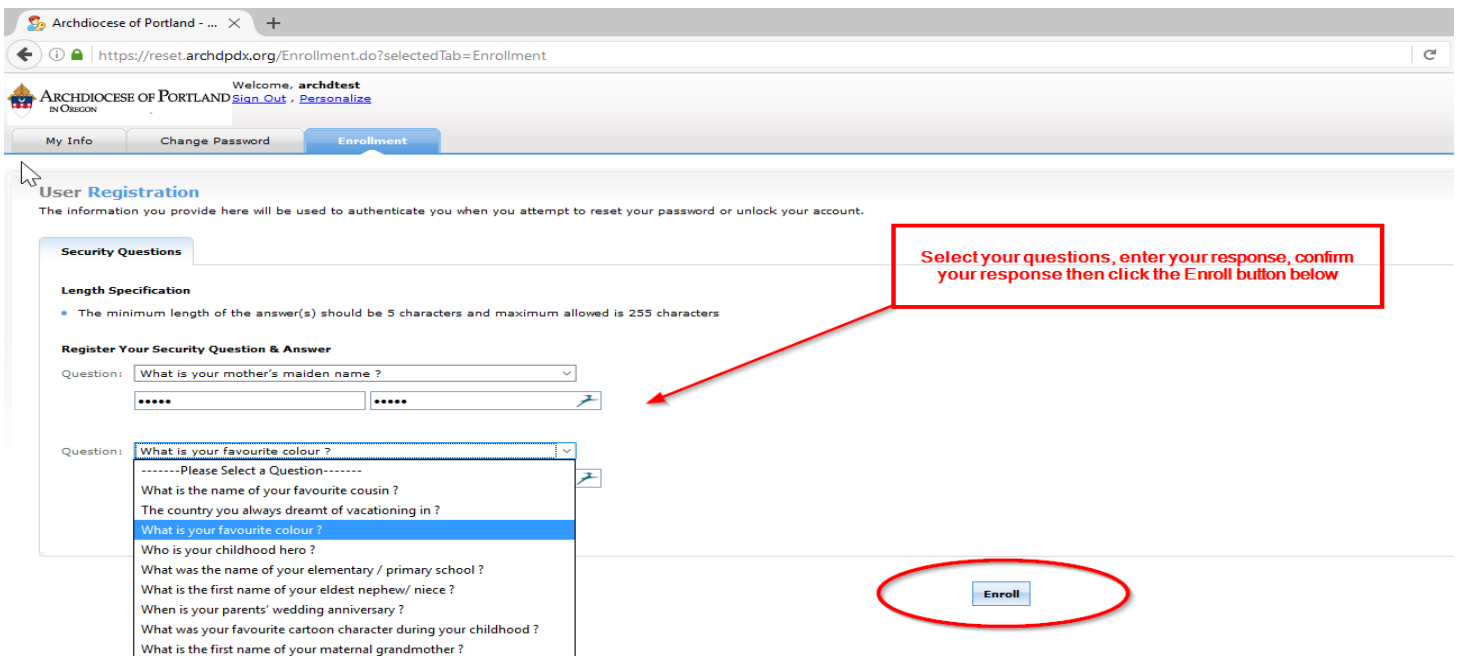


Password Reset Instructions

- 3) Once logged in you will be prompted with the initial enrollment page to register your ARCHDPDX domain account click to begin enrollment

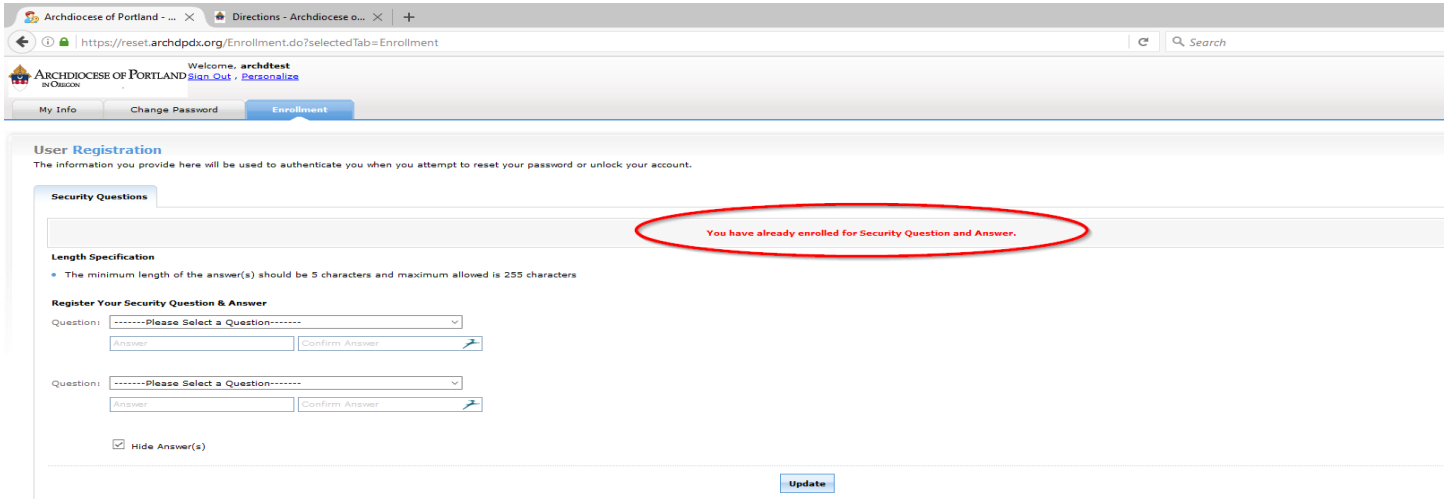


- 4) You will now be prompted to select 3 (three) personal identifying questions that will secure your account access, 2 questions will be predefined and the third will be user defined. These questions must have answers that are a minimum of 4 (four) characters. Enter your personal answers and then verify the answers. These will be security questions that you will require to unlock your account in the future should you forget your password or let your password expire and require resetting your domain account password



Password Reset Instructions

*Once you have selected your security questions and enrolled you must have your account reset to re-enter your security questions should you wish to change them as the answers to the questions you select are encrypted allowing nobody but the end user to view or change these answers



Archdiocese of Portland - ... x Directions - Archdiocese o... x +
https://reset.archdpdx.org/Enrollment.do?selectedTab=Enrollment

Welcome, archdtest
ARCHDIOCESE OF PORTLAND IN OREGON [Sign Out](#) [Personalize](#)

My Info Change Password Enrollment

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

You have already enrolled for Security Question and Answer.

Length Specification

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

Register Your Security Question & Answer

Question:

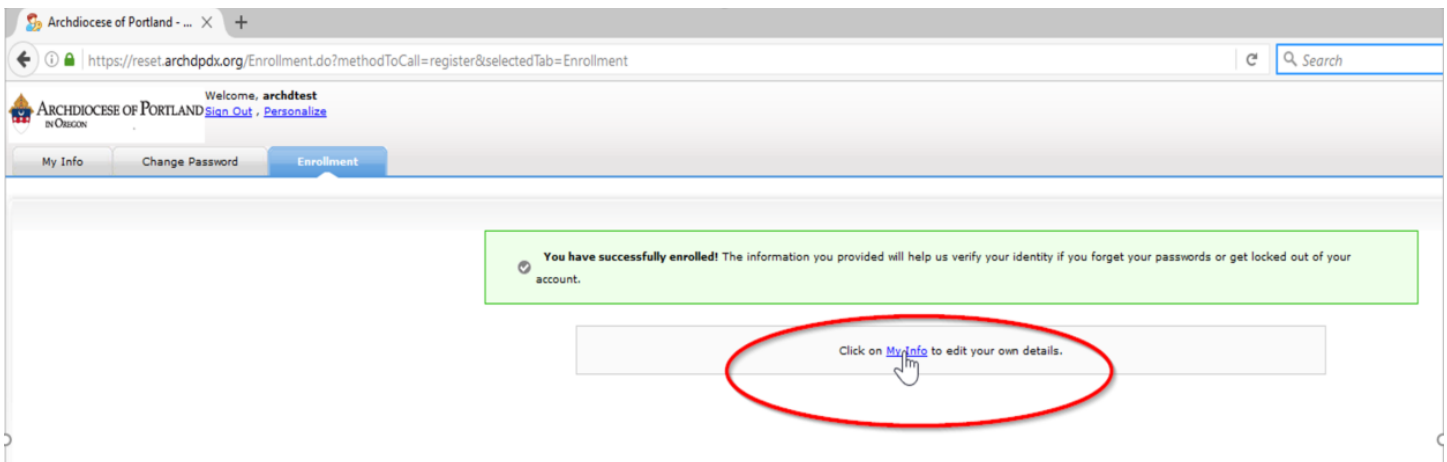
Answer: Confirm Answer:

Question:

Answer: Confirm Answer:

Hide Answer(s)

Congratulations! You have now completed the initial step in the enrollment process. Now please click the hyperlink as shown to edit your information to reflect your current best contact info. This will populate our database within Active Directory making it much easier to provide you faster customer service



Archdiocese of Portland - ... x +
https://reset.archdpdx.org/Enrollment.do?methodToCall=register&selectedTab=Enrollment

Welcome, archdtest
ARCHDIOCESE OF PORTLAND IN OREGON [Sign Out](#) [Personalize](#)

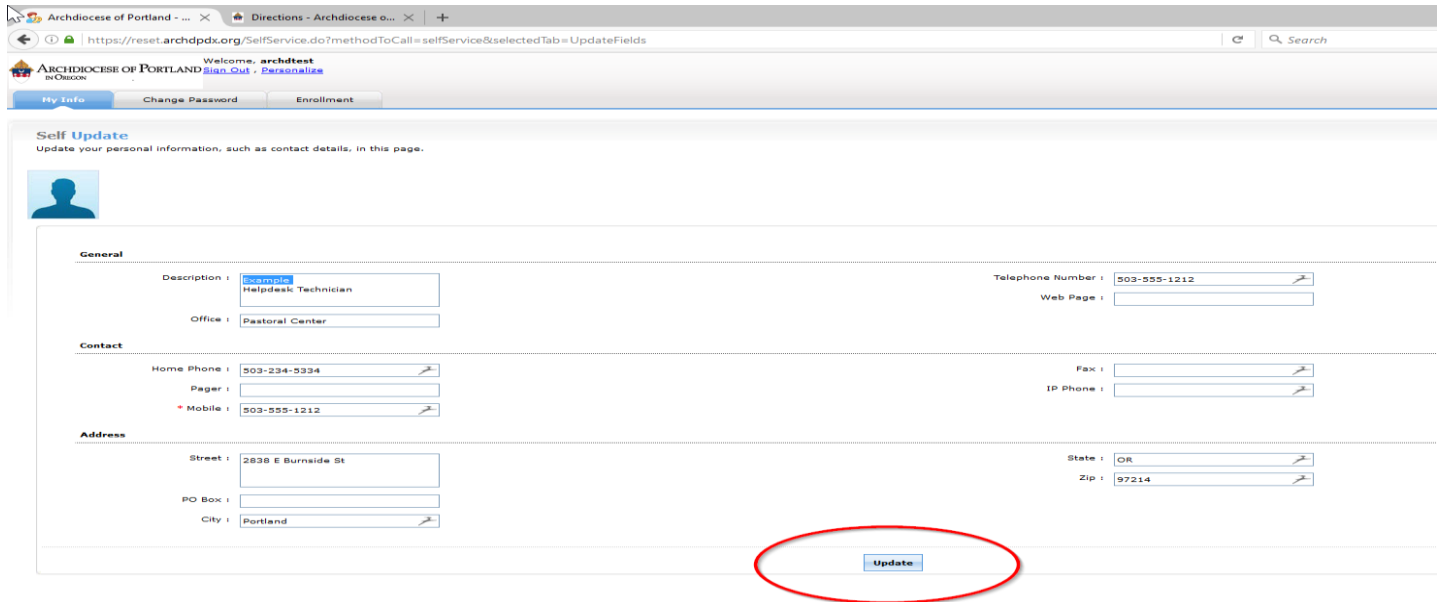
My Info Change Password Enrollment

You have successfully enrolled! The information you provided will help us verify your identity if you forget your passwords or get locked out of your account.

Click on [My Info](#) to edit your own details.

5) Enter your position in the description field, your office location, address, a mobile number or the best possible number to reach you at then click Update

Password Reset Instructions



Archdiocese of Portland - ... X Directions - Archdiocese o... X +

https://reset.archdpdx.org/SelfService.do?methodToCall=selfService&selectedTab=UpdateFields

Welcome, **archdtest**
Sign Out Personalize

My Info Change Password Enrollment

Self Update
Update your personal information, such as contact details, in this page.

General

Description : Telephone Number :

Office : Web Page :

Contact

Home Phone : Fax :

Pager : IP Phone :

Mobile :

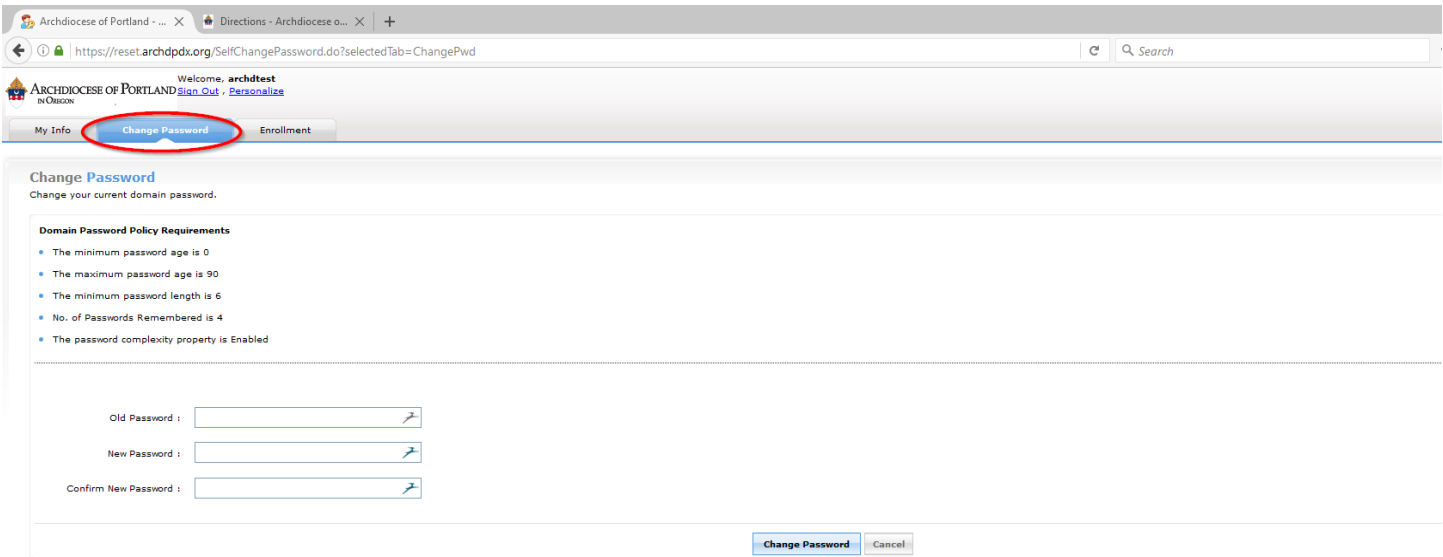
Address

Street : State :

PO Box : ZIP :

City :

You can now log into the password reset tool and unlock your account or change your password at any time without having to create a helpdesk request by going to <https://reset.archdpdx.org> and selecting the ‘Change Password’ tab at the top of the page. Be sure to note the password policy as displayed on the page which a minimum of 6 characters which include an upper case Letter a number and special characters



Archdiocese of Portland - ... X Directions - Archdiocese o... X +

https://reset.archdpdx.org/SelfChangePassword.do?selectedTab=ChangePwd

Welcome, **archdtest**
Sign Out Personalize

My Info **Change Password** Enrollment

Change Password
Change your current domain password.

Domain Password Policy Requirements

- The minimum password age is 0
- The maximum password age is 90
- The minimum password length is 6
- No. of Passwords Remembered is 4
- The password complexity property is Enabled

Old Password :

New Password :

Confirm New Password :

Site wide policy enforces password changes with a mandatory maximum life of 90 days and will notify you of expiring passwords daily starting 14 days in advance