## Manage & reset your network password

The purpose of this document is to assist Nelson Mandela University staff enroll themselves on a Password Manager that would give them access to Reset and/or Change their University password via the Staff Portal.

 Navigate to the Nelson Mandela University Staff Portal <u>http://staff.mandela.ac.za/</u> find the *My Info* toolbar, click on *ICT* and select *Reset Login Password*

My Info	HR	Finance	ІСТ	Services	Governance
Му ІСТ	Sof	tware G	iuides	Survey Too	ols
MyTCT Software Guides Survey roots My ICT • Apply for ICT Services • Buy Printing Credits • E-mail Web Access (if migrated to Office 365) • E-mail Web Access (if not yet migrated) • ICT Procedures and Guidelines • ICT Services Loan PC • Information Security • IT Development Change Requests • Log a call with the ICT Help Desk • Mobile Information • Property Removal Permit • Report Security Breach • Reset Login Password • Staff "Buy my own device" contract					
					<b>↓</b> Toolbar

- 2. It should open another web browser to start the process.
  - a. Click on Enroll

To use this facility you first need to enroll. Once enrolled you can reset your password by answering selected personal security questions.



- 3. At the next page, enter your Nelson Mandela University Username and Password and confirm that you have selected *nmmu.ac.za* on the drop down menu.
  - a. Click *Next* to authenticate your existing Nelson Mandela University credentials.

Please enter your account name and current password.

Username:	
nmandela	
Password:	
*******	•
Select Domain:	
nmmu.ac.za	~
Next	
Cancel	

Once you have successfully authenticated, complete the questions and answers as requested.
a. Click *Next*

Please answer the following questions:

Question:	What is your first pet's name?	~
Answer:	Patches	
Question:	Who was your childhood hero?	~
Answer:	Batman	
Question:	What is your favorite TV show?	~
Answer:	Gotham	

Saving question and answers

Cancel

- 5. You have now successfully enrolled onto the Password Manager and will be able to reset/change your password when needed.
  - a. You should receive a confirmation email for successful enrolment.

Account Enrolled

Congratulations! Your account has been enrolled successfully.

		Finish	
All	Unread		
Salar (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		SUBJECT	
🔺 Da	te: Today		
	Password Notifications	Enrolment succeeded for AD Self Password Reset	
	Password Notifications <password< th=""><th>dReset@mandela.ac.za&gt;</th></password<>	dReset@mandela.ac.za>	

SharePoint Connect

Hi

Thank you for enrolling with Nelson Mandela University's ICT Password Manager, should you not be able to logon in future, you can visit <a href="https://passreset.mandela.ac.za">https://passreset.mandela.ac.za</a> to reset your password.

Thank you!

ICT Services