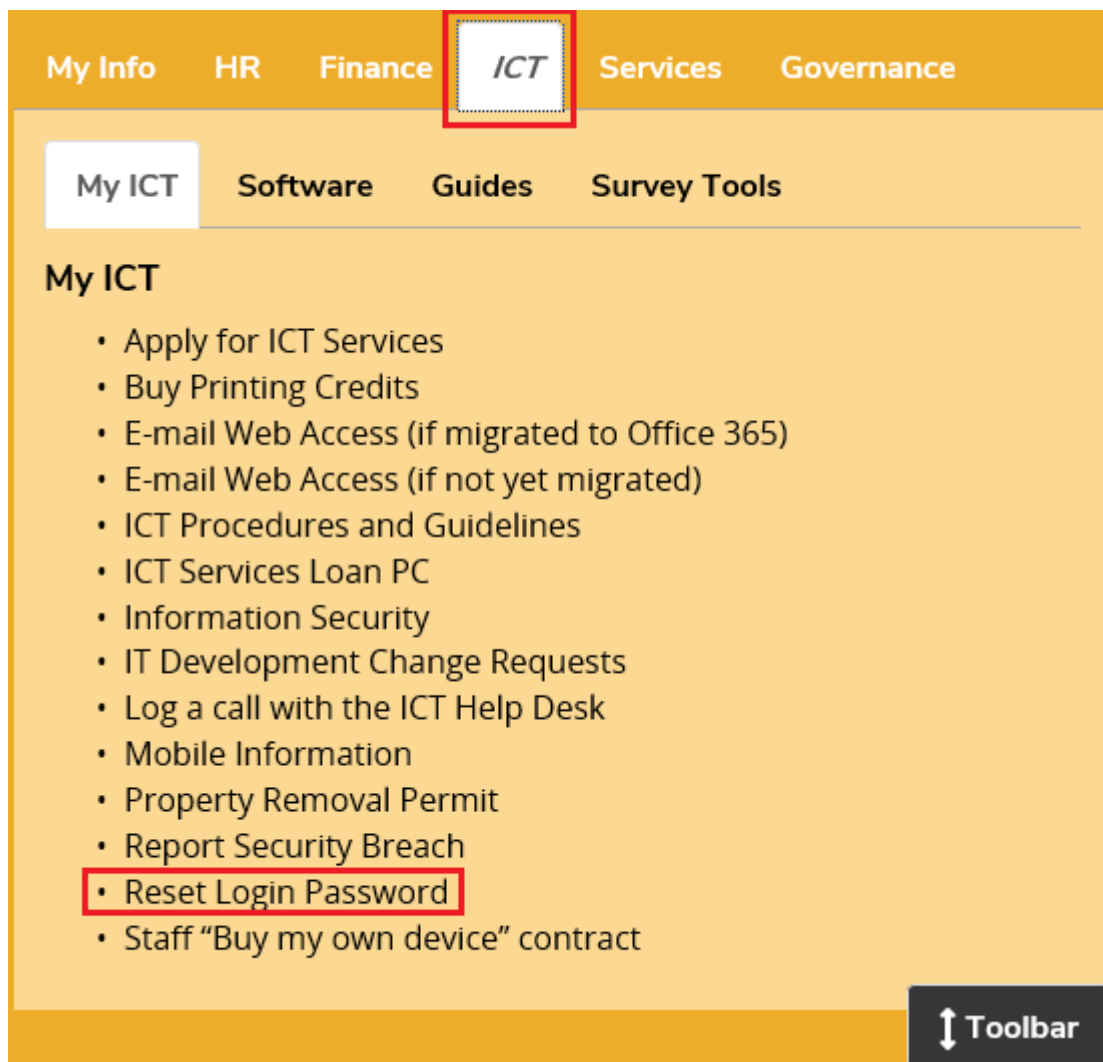


## Manage & reset your network password

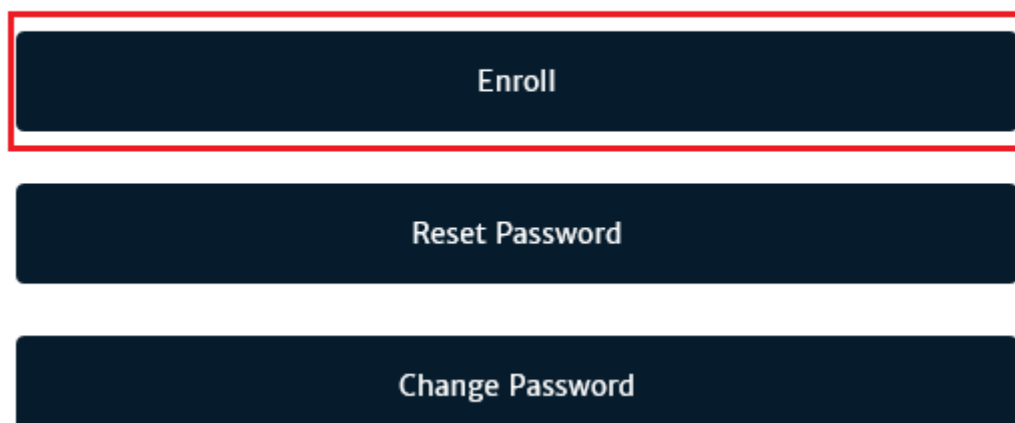
The purpose of this document is to assist Nelson Mandela University staff enroll themselves on a Password Manager that would give them access to Reset and/or Change their University password via the Staff Portal.

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



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

4. 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

FROM		SUBJECT
Date: Today		
Password Notifications		Enrolment succeeded for AD Self Password Reset



Password Notifications <PasswordReset@mandela.ac.za>

Enrolment succeeded for AD Self Password Reset

To [Redacted]

SharePoint Connect

Hi [Redacted]

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

Thank you!

ICT Services