UNBC’s Password Management Tool

Using Password Self Service to Manage Your Account and Password

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Password Self Service

Please Log In
Password Self Service

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Username

Current Password

Login  Clear  Cancel

Forgotten Password  Regain access to your account if you have forgotten your password.
Forgotten Username  Find your forgotten username.
Activate Account  Activate a pre-configured account and establish a new password.

This tool replaces the old password reset tool located within Banner Self Service. If you know your username and password, you may sign in here to change your password or update your recovery information.

The “Forgotten Password” link will help you if you’ve previously set your recovery information.

“Forgotten Username” will take you to a page where you can verify your identity and be reminded of your username.

The “Activate Account” link will let you set your recovery information if you’ve forgotten it and are unable to login. There is more information on this below.

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Manage Your Account and Password

**Main Menu**
Password Self Service

- **Change Password**
  Change your current password.
- **Update Profile**
  Update your user profile data.
- **Account Information**
  Information about your password and password policies.
- **Logout**
  Logout of the password self service application.

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Change Password

Keep your new password secure.
If you must write it down, be sure to keep it in a safe place.
After you type your new password, click the Change Password button.
Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 10 characters long.
- Must not include any of the following values: test password
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.

» Password Guide

Please type your new password

New Password

Confirm Password

Change Password  Clear  Cancel

This page allows you to set a new password for your account.

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Use this page to set your recovery information. Recovery information must be provided for you to be able to use the “Forgotten Password” option in the future.

Currently, a recovery mobile phone number is collected but not used. Information Technology Services intends to provide password recovery via SMS text in the very near future.

Please note: This recovery information does not come from Banner, nor does it move from here into Banner. This is the only location that your recovery information can be viewed or updated.
### Account Information

#### Summary of Account Information with Password Policy

<table>
<thead>
<tr>
<th>Account Information</th>
<th>Password Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>Matthew Bellerive</td>
</tr>
<tr>
<td>Password Expired</td>
<td>False</td>
</tr>
<tr>
<td>Password Pre-Expired</td>
<td>False</td>
</tr>
<tr>
<td>Within Warning Period</td>
<td>False</td>
</tr>
<tr>
<td>Violates Password Policy</td>
<td>False</td>
</tr>
<tr>
<td>Password Set Time</td>
<td>Tuesday, August 25, 2015 10:47:17 PM UTC</td>
</tr>
<tr>
<td>Password Set Time Delta</td>
<td>1 day, 18 hours, 44 minutes, 4 seconds</td>
</tr>
<tr>
<td>Password Expiration Time</td>
<td>r/a</td>
</tr>
<tr>
<td>Responses Stored</td>
<td>False</td>
</tr>
<tr>
<td>Stored Responses Timestamp</td>
<td>r/a</td>
</tr>
<tr>
<td>Network Address</td>
<td>142.207.1.209</td>
</tr>
<tr>
<td>Network Host</td>
<td>142.207.1.209</td>
</tr>
<tr>
<td>Logout URL</td>
<td>/pwm</td>
</tr>
<tr>
<td>Forward URL</td>
<td>/pwm</td>
</tr>
</tbody>
</table>

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Forgotten Password

If you have forgotten your password, please provide the following information to reset your password.

**Username**

**User ID (23xxxxxx or 00xxxxxx)**

Enter the requested information then click “Search”. An email will be sent to your recovery email address containing a code that needs to be entered on the next page.

If you receive an error here, then there was a problem: most likely, you don’t have any recovery information set. Contact the Service Desk.

If you didn’t receive an error, you should be looking at the next page.
Copy the code from your recovery email into the text box on the page and click “Check Code”.

You may now create a new password.
Forgotten Username

Enter the requested information and click “Search” to be given your username.

Use the “Any” affiliation if you know that you only have a single account at UNBC. Multiple accounts can cause the system to return an error instead of your username.

If you have multiple accounts, then you will need to select which one to search for. The list of affiliations includes “Student”, “Faculty”, “Staff”, “Adjunct”, and “Alumni”.

A successful search will show you your username on the next page.

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Your username is [REDACTED]. Please record your username for future use.

Continue
Activate Account

**Please note:** Every step in this section must be followed for an account to be properly activated with recovery information.

This is where you will come if you don’t know your password and haven’t configured recovery information. It is where users with brand new UNBC accounts will start the process.

Users with brand new UNBC accounts will be sent automated emails from Information Technology Services as soon as their accounts are created. These email messages will tell them what their username, user ID, and activation PIN are.

Users who have already activated their accounts will not be able to use this page without first having their activation PIN emails re-sent.

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**Please note:** If a user needs the email with their activation PIN re-sent, then they will need to see someone who is authorized to do so. Documentation around re-sending activation PINs will be made available to university staff members who were responsible for Banner Self Service PIN resets prior to the implementation of Single Sign On.

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Activating an account begins with accepting the acceptable use policy governing use of electronic resources on campus.
2 – Success

You must click “Continue” to be given the option to set your recovery information.
3 – Change Password

Change Password
Password Self Service

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

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» Password Guide

Please type your new password

New Password

Confirm Password

Change Password  Clear  Cancel

This is an initial setting of your password.
As above, you **must** continue past this page.
Use this page to set your recovery information. Recovery information must be provided for you to be able to use the “Forgotten Password” option in the future.

Currently, a recovery mobile phone number is collected but not used. Information Technology Services intends to provide password recovery via SMS text in the very near future.

Please note: This recovery information does not come from Banner, nor does it move from here into Banner. This is the only location that your recovery information can be viewed or updated.
6 – Confirm Profile Data

You must “Confirm” for this information to be recorded.

7 – Success

Click “Continue” and you’re done!

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