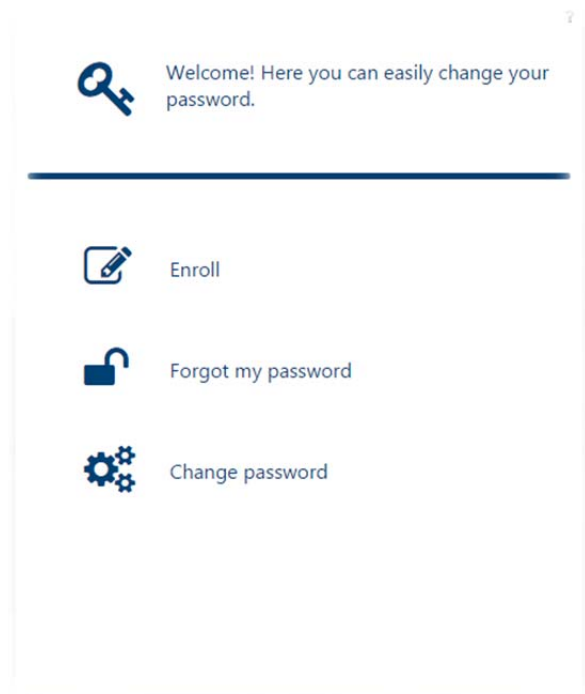


Self-Service Reset Password Management (SSRPM)

Part 3: Change password

The **Self-Service Reset Password Management Tool** provides users with the ability to reset their Nipissing University login password.

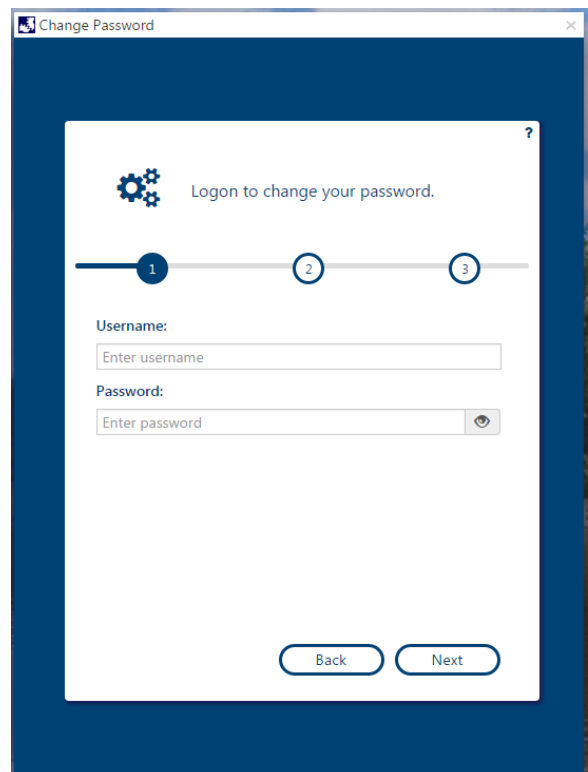
First, click **Change password**.



Enter your Nipissing University login **Username** in the following format:

i.e: johns (Staff)
A0654321 (Students)

Enter your current Nipissing University login **Password**.

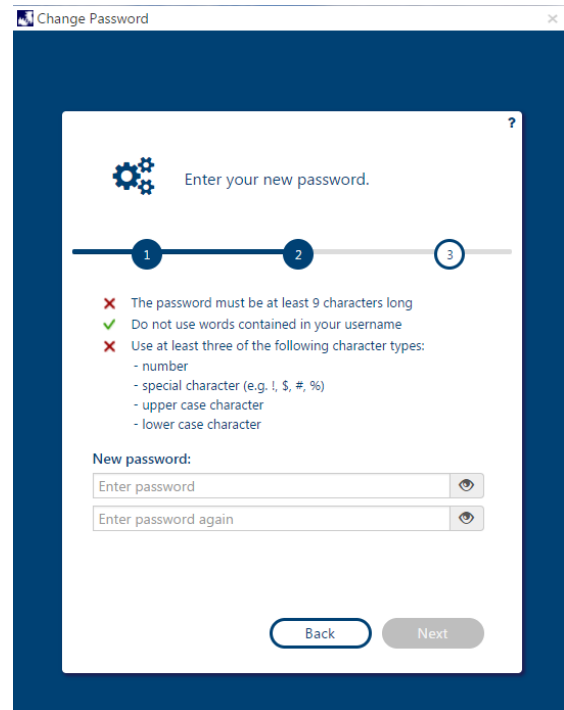


You must now enter a new Nipissing University login **password**.

The tool will ensure you meet the new password requirements.

You will be required to enter your password a second time.

Click **Next**.

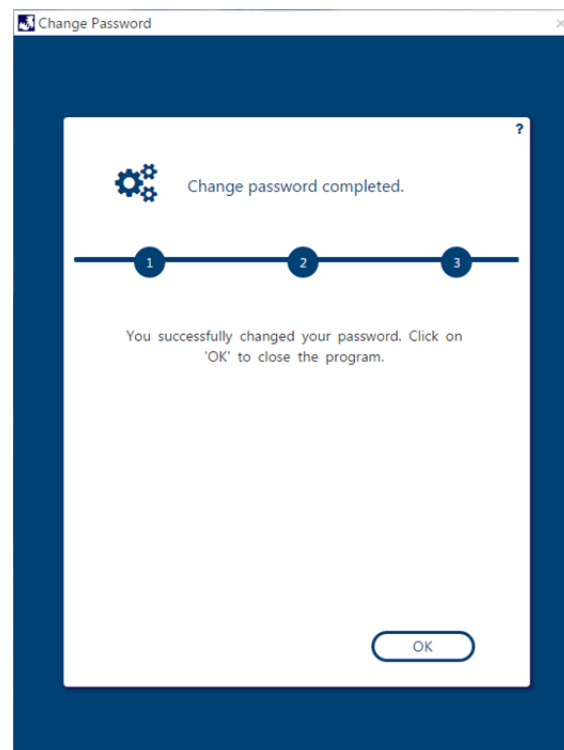


The screenshot shows a 'Change Password' dialog box with a dark blue border. At the top, it says 'Change Password' and has a close button. Below that, there's a gear icon and the text 'Enter your new password.' A progress bar with three steps is shown, with step 1 highlighted. Below the progress bar, there are three lines of feedback: a red 'X' for 'The password must be at least 9 characters long', a green checkmark for 'Do not use words contained in your username', and a red 'X' for 'Use at least three of the following character types: - number, - special character (e.g. !, \$, #, %), - upper case character, - lower case character'. Below this, there are two input fields: 'Enter password' and 'Enter password again', each with an eye icon for visibility. At the bottom, there are 'Back' and 'Next' buttons.

Yes it was that easy!!

You have now changed your Nipissing University login password!

Click **OK**.



The screenshot shows the same 'Change Password' dialog box, but now it says 'Change password completed.' The progress bar shows step 2 highlighted. Below the progress bar, there's a message: 'You successfully changed your password. Click on 'OK' to close the program.' At the bottom, there is an 'OK' button.