

Self-Service Reset Password Management (SSRPM) Part 1: Enroll

The **Self-Service Reset Password Management Tool** provides users with an improved ability to both change and recall their Nipissing University login password. The first step is enrolling.

1. Click on the below link to **launch the tool**.

mypassword.nipissingu.ca

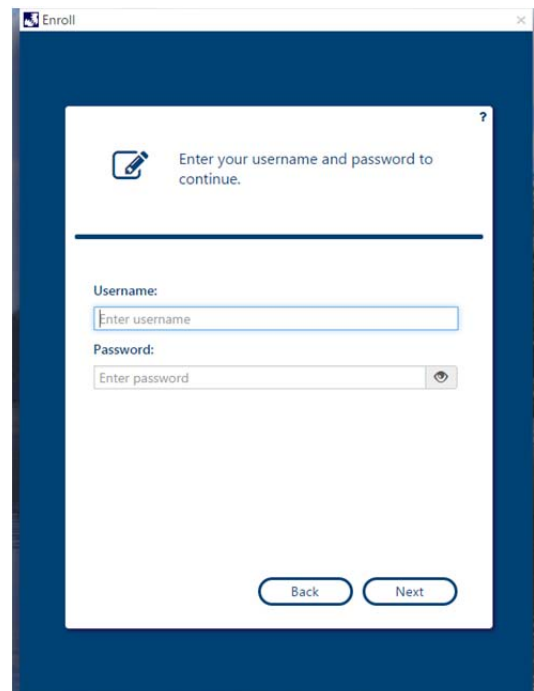
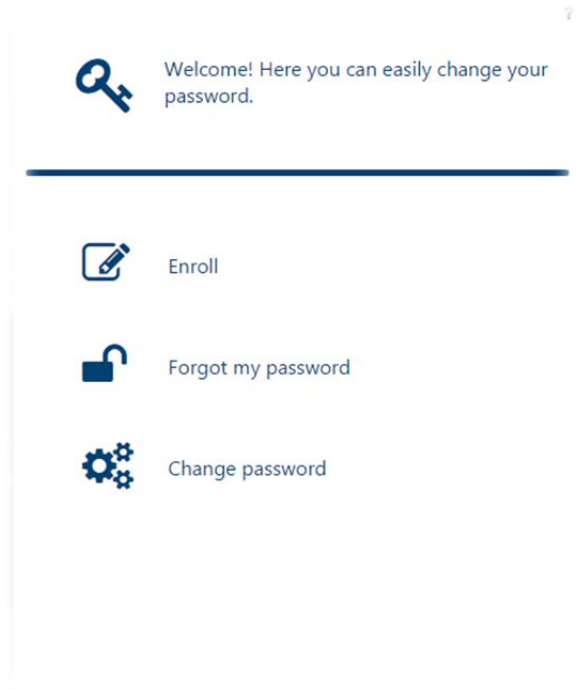
2. Click **Enroll**.

Enter your Nipissing University login **username**.

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

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

Click **Next**.



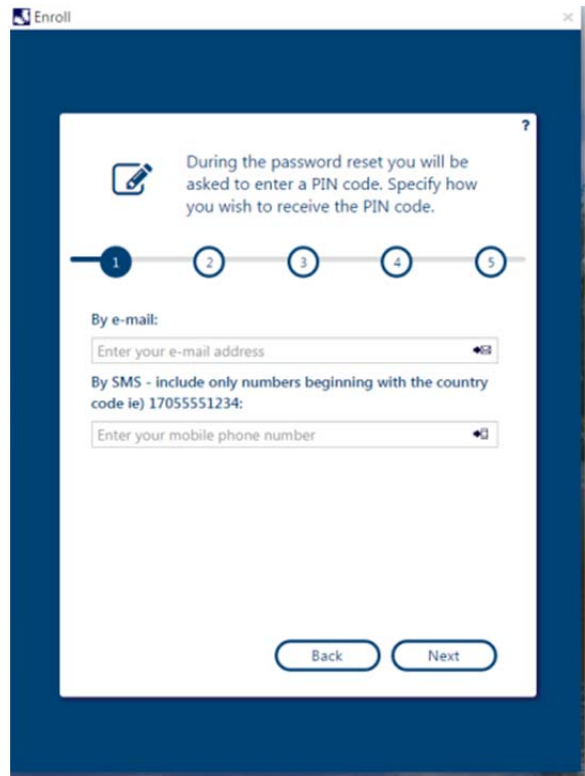
When you want to use this tool to reset or recall your password you will be asked to validate that you are who you say you are. A PIN code is one common method of doing this.

Choose where you prefer to have the PIN code sent:

1. Enter an email address
i.e. johns@nipissingu.ca

This can either be your Nipissing University gmail address or any email you prefer to use.

2. Enter your mobile phone number
(or any SMS enabled device)

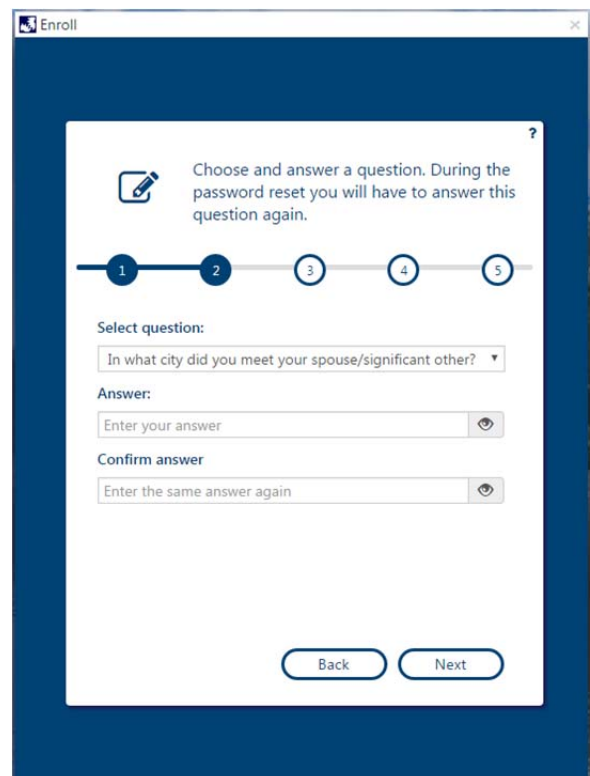


The screenshot shows a window titled "Enroll" with a dark blue background. At the top, there is a pencil icon and a question mark. The main text reads: "During the password reset you will be asked to enter a PIN code. Specify how you wish to receive the PIN code." Below this is a progress bar with five numbered circles (1-5). Circle 1 is highlighted with a blue bar. Underneath the progress bar, there are two sections: "By e-mail:" with a text input field labeled "Enter your e-mail address" and a "By SMS - include only numbers beginning with the country code ie) 17055551234:" with a text input field labeled "Enter your mobile phone number". At the bottom right, there are two buttons: "Back" and "Next".

A second common validation method is the use of three questions/answers. You will be asked to set this up next.

Select your questions and provide your answers (twice for each question) as requested on the screen.

Click **Next**.



The screenshot shows a window titled "Enroll" with a dark blue background. At the top, there is a pencil icon and a question mark. The main text reads: "Choose and answer a question. During the password reset you will have to answer this question again." Below this is a progress bar with five numbered circles (1-5). Circle 2 is highlighted with a blue bar. Underneath the progress bar, there are three sections: "Select question:" with a dropdown menu showing "In what city did you meet your spouse/significant other?", "Answer:" with a text input field labeled "Enter your answer" and an eye icon, and "Confirm answer" with a text input field labeled "Enter the same answer again" and an eye icon. At the bottom right, there are two buttons: "Back" and "Next".

Yes it was that easy!!!

Click **OK**.

You are now enrolled and can use the tool to easily reset your Nipissing University login password and/or recall your forgotten Nipissing University login password.

