

# Resetting your password using the Self-Service Password Reset Services.

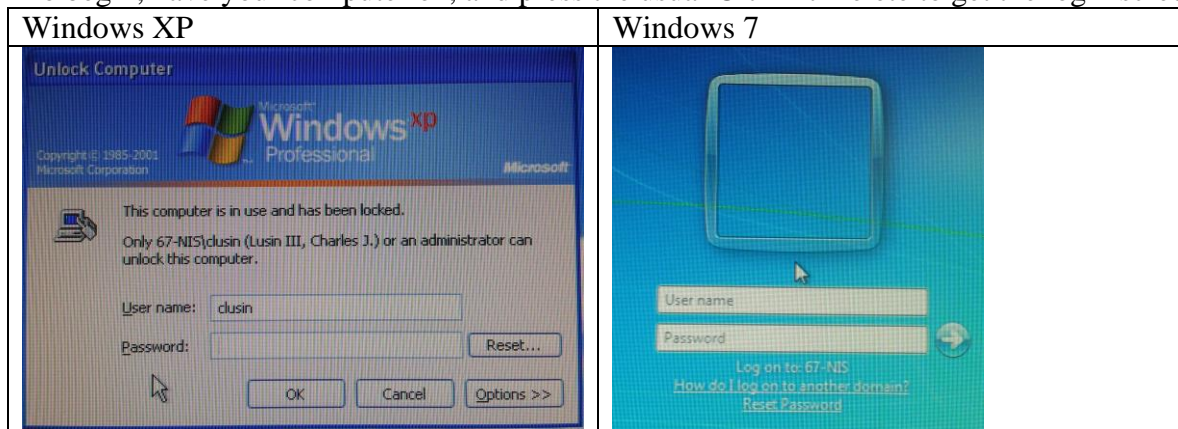
## Resetting your password.

If you have not pre-registered for password self-reset, you can contact Technology Services Help Desk support line at x81099 and they will reset it the old way.

If you are resetting your password on your computer go to step 1, otherwise go to step 2

### Step 1

To begin, have your computer on, and press the usual Ctrl-Alt-Delete to get the login screen.



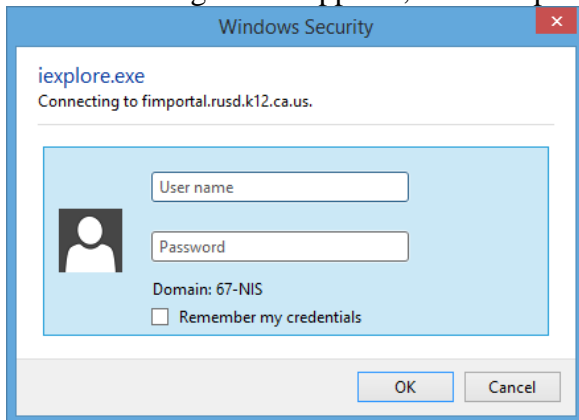
Enter your username and press the “Reset” button or the “Reset Password” link.

Continue to step 3.

## Step 2

Begin with Internet Explorer and go to <http://ts.rusd.edu/> Mouse over “Applications” and press “Password Reset Portal”

If the following screen appears, have the person that you using their computer login in for you.



The Forefront Identity Manager screen will appear.

Enter your Active Directory username (the username that you use each morning to login), and add @rusd.edu at the end, as seen in the example below.

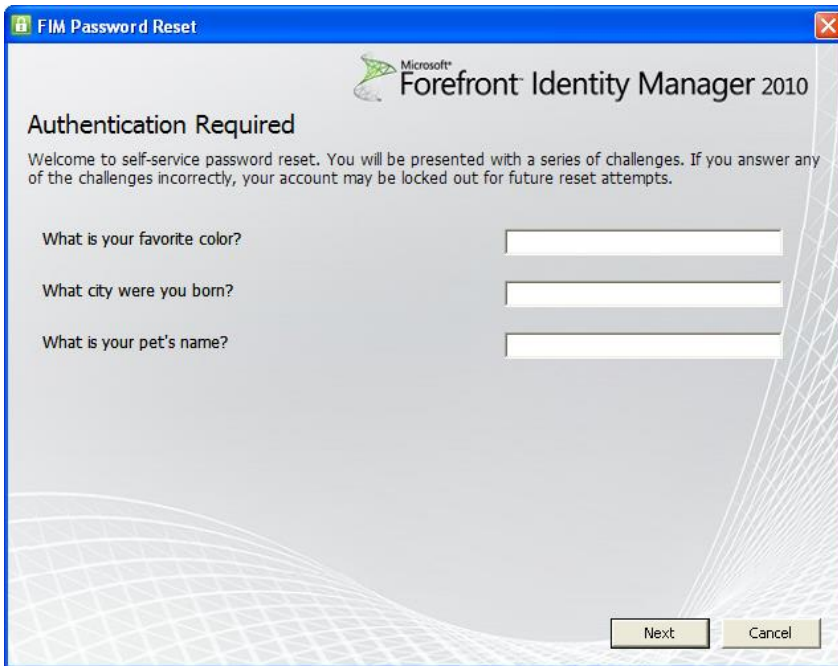


Press the “Reset Password” button.

Continue to step 3.

### Step 3

Answer all three questions (the computer will randomly pick three of your five questions), and press the “Next” button.



The screenshot shows a window titled "FIM Password Reset" with the Microsoft Forefront Identity Manager 2010 logo. The main heading is "Authentication Required". Below it, a message reads: "Welcome to self-service password reset. You will be presented with a series of challenges. If you answer any of the challenges incorrectly, your account may be locked out for future reset attempts." There are three text input fields with the following prompts: "What is your favorite color?", "What city were you born?", and "What is your pet's name?". At the bottom right, there are two buttons: "Next" and "Cancel".

Choose a new password and enter the password in the second box as well. Make sure that the password contains at least one UPPERCASE letter, one lowercase letter, a number, and it must be at least eight characters long.



The screenshot shows a window titled "FIM Password Reset" with the Microsoft Forefront Identity Manager 2010 logo. The main heading is "Enter Your New Password". Below it, there are three text input fields: "Domain\Username:" with the value "67-NIS\clusin", "New password:", and "Confirm new password:". A note at the bottom reads: "Note: The user name above may display in a different format than you are accustomed to logging in with. An example of another logon format is clusin@rusd.edu." At the bottom right, there are two buttons: "Reset" and "Cancel".

Press the “Reset” button.

Your password is reset and you can now login to any computer using your new password.

FIM Password Reset

Microsoft  
Forefront Identity Manager 2010

Enter Your New Password

Domain\Username: 67-NIS\clusin

New password: \*\*\*\*\*

Confirm new password: \*\*\*\*\*

Note: The user name above may display in a different format than you are accustomed to logging in with. An example of another logon format is clusin@rusd.edu.

 You have successfully reset your password. It may take a few minutes before you are able to login with your new password.

Reset Finish

Press “Finish” to close the window.