

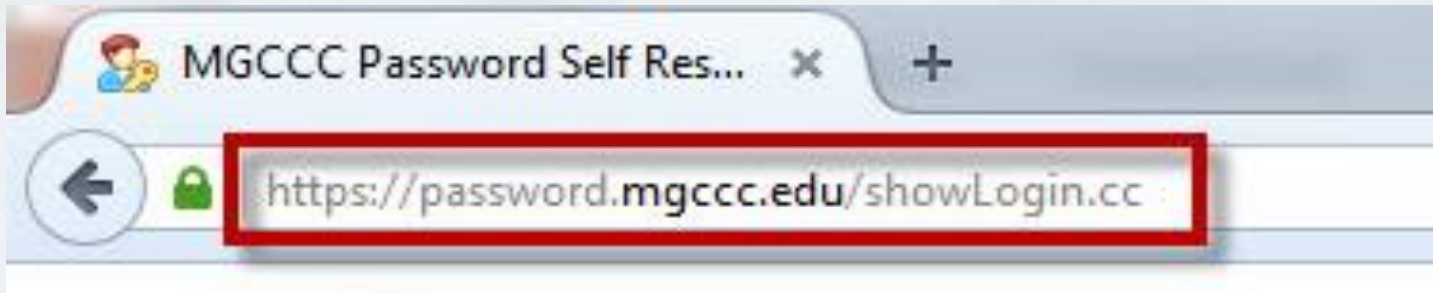
# ADSelfService Plus

Password Reset Management Tool

# Password Standards

Password creation must have the following characteristics:

1. Contain at least three of the four following character classes:
  - a. Lower case characters
  - b. Upper case characters
  - c. Numbers
  - d. Punctuation
2. Contain at least eight characters.



URL: <https://password.mgccc.edu>

Login:

- first.lastname
- password

Welcome! This portal offers you the power of password self-service!



- Password self-service: Reset password yourself when you forget it! D
- Self-service Account Unlock: Unlock the computer, when you are lock
- Self-service Directory Update: Update the changes in contact details

Enroll now to enjoy these benefits! [Click Here](#)



You must be enrolled to use the password reset portal. If you are enrolled you may skip this step. If you have not enrolled please see “Password Reset Portal Enrollment”.

# ADSelfService Plus

## Step Two: Use tool to reset password.


Two ways to use reset tool.


1. Reset/Unlock at the login page.
2. Reset after login

User Name:

Password:

[Login](#)

 **Reset Password**  
Reset your forgotten password

 **Unlock Account**  
Unlock your locked out account

At login page select: Reset Password  
Unlock Account will take you through the same process





### Unlock Your Account

Please provide your user name and domain name.



### Reset Your Password

Please provide your user name and domain name.

Domain User Name

(Example : Jsmith)

Continue

Cancel

For both options type user name in the field and click “Continue”.

Select one of the options below to prove your identity

This process ensures that it is indeed "you" that we are talking with



Use my security answer to verify my identity



Send verification code to my



Email Id

password.portal@mgccc.edu

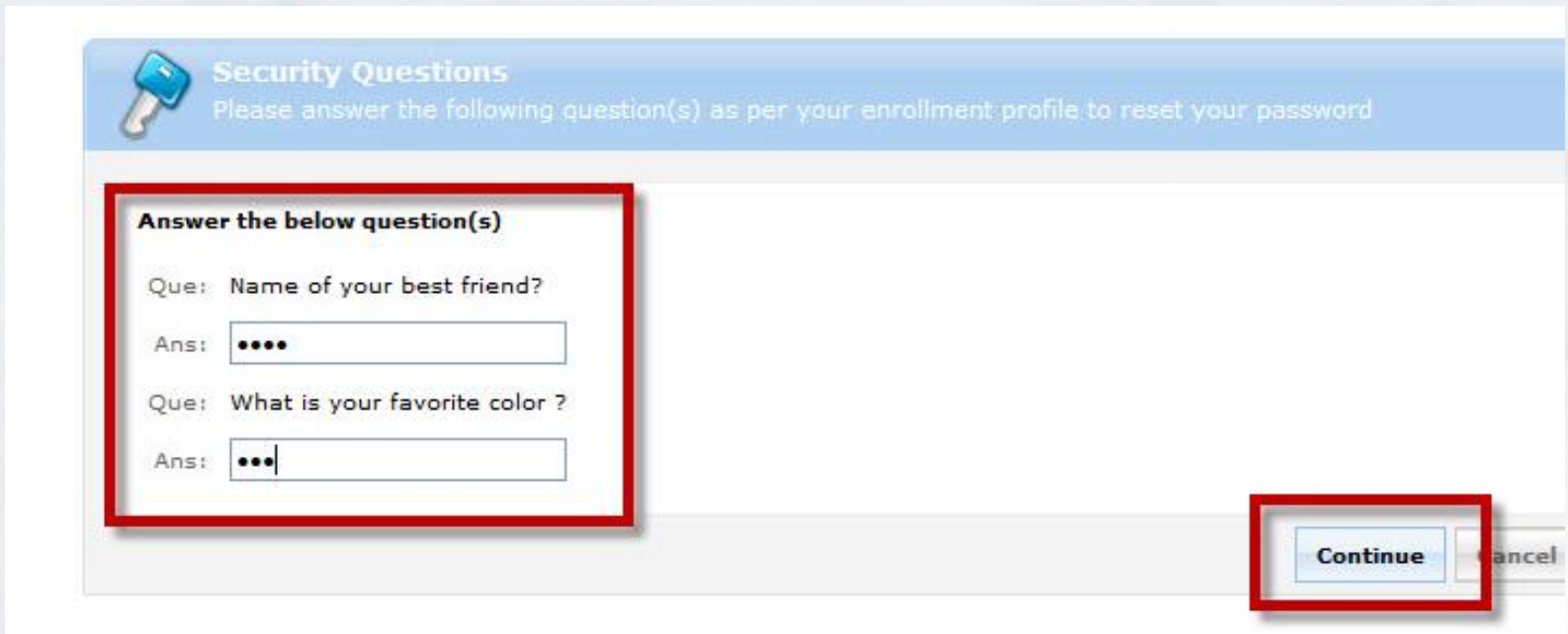


Continue

Cancel

Select method of ID verification that you have setup during enrollment





The image shows a web form titled "Security Questions" with a key icon. Below the title is a blue header bar with the text "Please answer the following question(s) as per your enrollment profile to reset your password". The main content area contains two questions, each with a text input field. The first question is "Name of your best friend?" and the second is "What is your favorite color?". Both input fields contain masked characters (dots). A red box highlights the entire question section. At the bottom right, there are two buttons: "Continue" and "Cancel", with "Continue" also highlighted by a red box.

**Security Questions**  
Please answer the following question(s) as per your enrollment profile to reset your password

**Answer the below question(s)**

Que: Name of your best friend?  
Ans: [.....]

Que: What is your favorite color ?  
Ans: [...]

**Continue** **Cancel**

- Security Questions: Operation is timed.
- Enter answers.
- Click “Continue”.

**Enter Verification Code**  
A verification code ensures that it is indeed "you" that we are talking with

**Please check your email / mobile phone**

A verification code has been dispatched to your email / mobile phone, depending on your choice. Please

Once you receive the code, enter it in the textbox given below:

Verification Code :

**Continue** Cancel

If using Verification Code check email for code.  
Enter code and proper field.  
Click "Continue".



## Reset Password

Please enter a new password in the boxes below:

### Domain Password Policy Requirements

- The minimum password age is 0
- The maximum password age is 0
- The minimum password length is 3
- No. of Passwords Remembered is 1
- The password complexity property is Disabled

### Reset Password

New Password :

Confirm New Password :

Reset Password

Enter New Password and Confirm.

Click “Reset Password”.

Password requirements will be listed top left corner.



The password reset has been done successfully.

The password reset has been done successfully.  
This will also work to enable your account should it become locked due to failed login attempts.”