

Password Manager

Created 8/05/09

Password Manager is a MATC website that allows you to change your Novell/GroupWise/Blackboard password from any computer with internet access.

The website address of Password Manger is:

http://www.matc.edu/TecHELP/TecHelp_PasswordManager.html

To Access Password Manager from the MATC homepage:

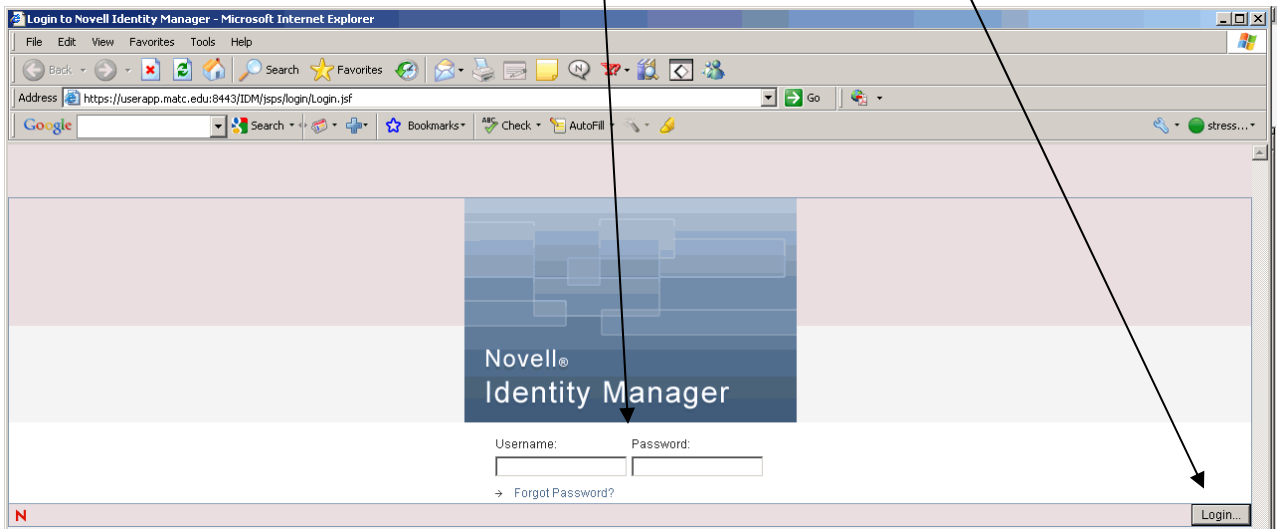
Go to <http://www.matc.edu>

Click on *TecHelp* (located in the blue MY MATC box on the left of the page)

Click on *Password Manager* from the left column

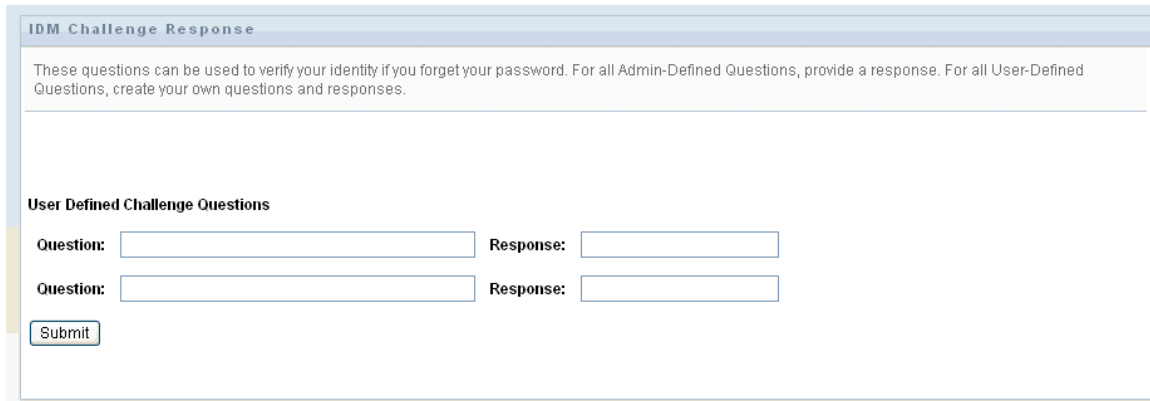
Click the orange *Manage Password Here* button

Enter your Novell/GroupWise username and password and click *Login*.



The First Time You Log In:

The first time you login to Password Manager you will be prompted to create two (2) challenge questions and answers. These are security questions and answers that you create and only you would know the answer to.



The screenshot shows a web form titled "IDM Challenge Response". At the top, there is a header bar with the title. Below the header, a paragraph of text explains the purpose of the questions: "These questions can be used to verify your identity if you forget your password. For all Admin-Defined Questions, provide a response. For all User-Defined Questions, create your own questions and responses." Below this text, there is a section titled "User Defined Challenge Questions". This section contains two rows of input fields. Each row has a "Question:" label followed by a text input box, and a "Response:" label followed by a text input box. At the bottom left of the form, there is a "Submit" button.

(IMPORTANT NOTE- It's important to create questions and answers that you will remember in the future. If you ever forget your Novell/GroupWise/Blackboard password you will be able to go to Password Manager, enter the answers to your questions and then change your password without ever having to remember the original one!)

Examples of Challenge Questions:

What was my childhood nickname?
What is the middle name of my youngest child?
In what city did I meet my spouse?
What was the name of my elementary school?
What is the name of my favorite childhood friend?

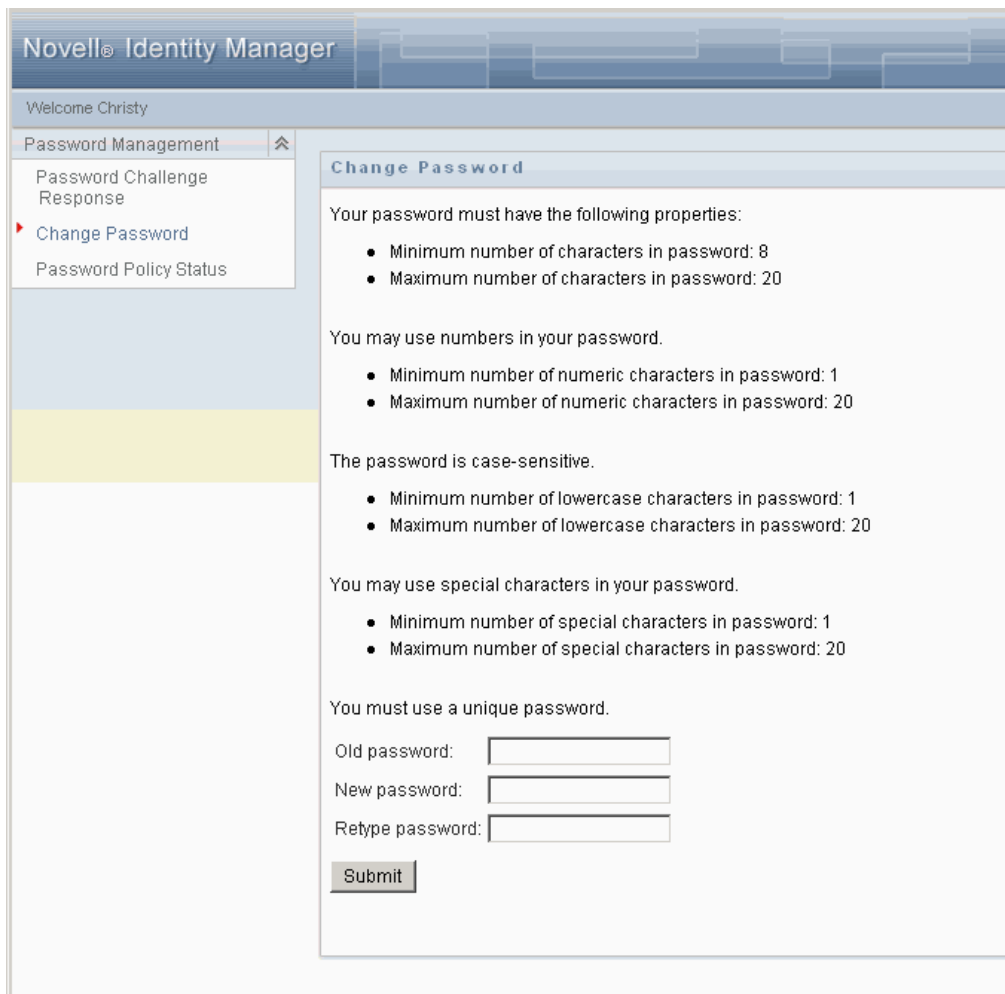
After entering typing your challenge questions and answers click the *Submit* button.

Changing Your Password After You've Logged In To Password Manager:

After you've logged in to Password Manager (and created your challenge questions if prompted) you'll be taken to the Change Password screen. This is where you can change your Novell/GroupWise/Blackboard password.

The screen will tell you what convention your password must follow – how many characters it needs to be, and whether it requires numbers or special characters etc.

(IMPORTANT NOTE- Your screen may NOT look identical to the one below! You may have different password requirements than what you see below!)



The screenshot shows the Novell Identity Manager interface. The top navigation bar includes 'Novell Identity Manager' and a 'Welcome Christy' message. A left-hand menu is open to 'Change Password'. The main content area, titled 'Change Password', lists password requirements: minimum and maximum length (8-20 characters), inclusion of numbers (1-20), case sensitivity (1-20 lowercase), and special characters (1-20). Below these requirements are three input fields for 'Old password', 'New password', and 'Retype password', followed by a 'Submit' button.

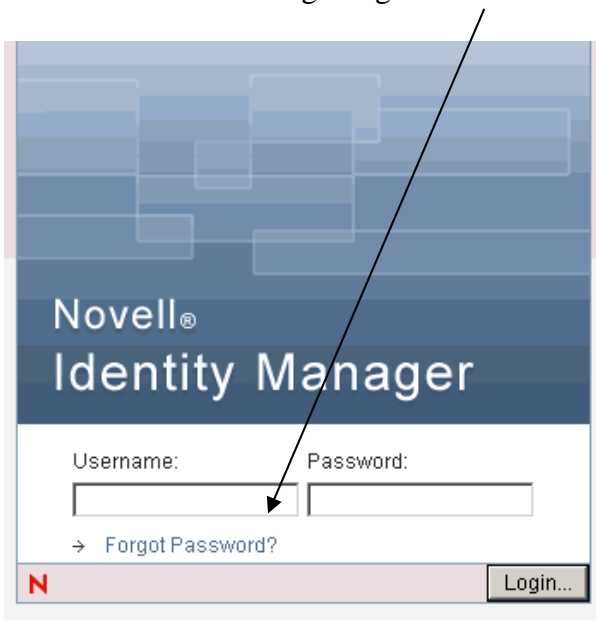
- Enter your 'Old' password – the password you currently use to login to Novell/GroupWise/Blackboard
- Enter your New Password
- Retype your New Password
- Click *Submit*

The next screen will tell you that your password was successfully changed.

Changing Your Password If You Have Forgotten It:

If you don't remember your Novell/GroupWise/Blackboard password you can still access Password Manager and change it! (As long as you've logged in at least once and created your Challenge Questions).

On the Password Manager login screen click the *Forgot Password?* link



Novell®
Identity Manager

Username: Password:

→ [Forgot Password?](#)

N Login...

Enter your Novell/GroupWise username and then click the *Submit* button



IDM Forgot Password

To help you log in, you must specify your username.

Username:

Submit

Next, type the answers to the questions that you set up previously and then click *Submit*.

IDM Forgot Password

Please provide a response for each presented challenge.

Question: What is your mother's maiden name? **Response:**

Question: What is your husband's middle name? **Response:**

Changing Your Challenge Questions and Answers:

Once you have logged in to Password Manager can change your challenge questions and answers at anytime by clicking the *Password Challenge Response* link.

Novell Identity Manager

Welcome Christy

Password Management

- Password Challenge Response
- Change Password
- Password Policy Status

Change Password

Your password must have the following properties:

- Minimum number of characters in password: 8
- Maximum number of characters in password: 20

You may use numbers in your password.

- Minimum number of numeric characters in password: 1
- Maximum number of numeric characters in password: 20

The password is case-sensitive.

- Minimum number of lowercase characters in password: 1
- Maximum number of lowercase characters in password: 20

You may use special characters in your password.

- Minimum number of special characters in password: 1
- Maximum number of special characters in password: 20

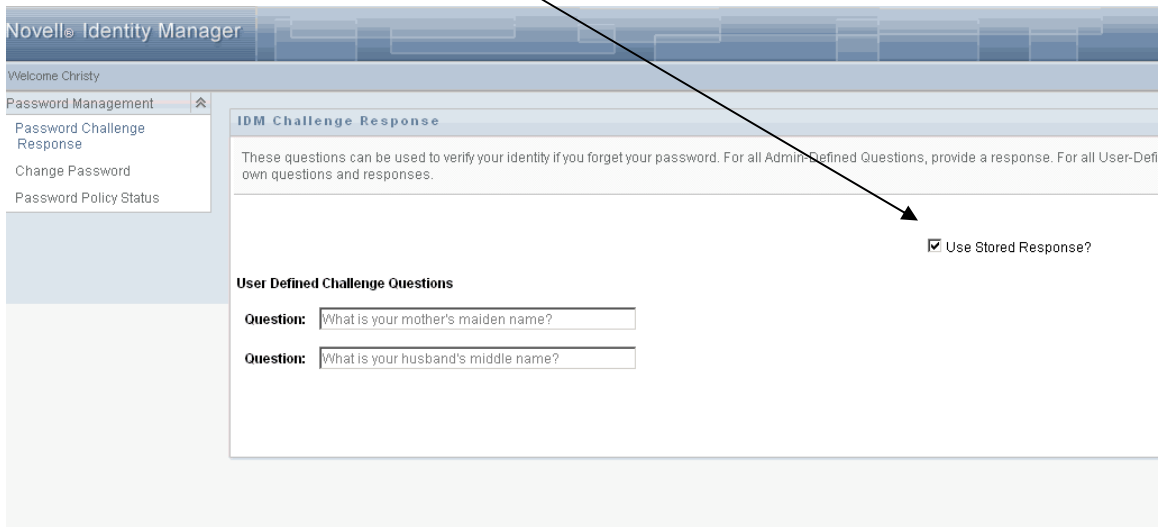
You must use a unique password.

Old password:

New password:

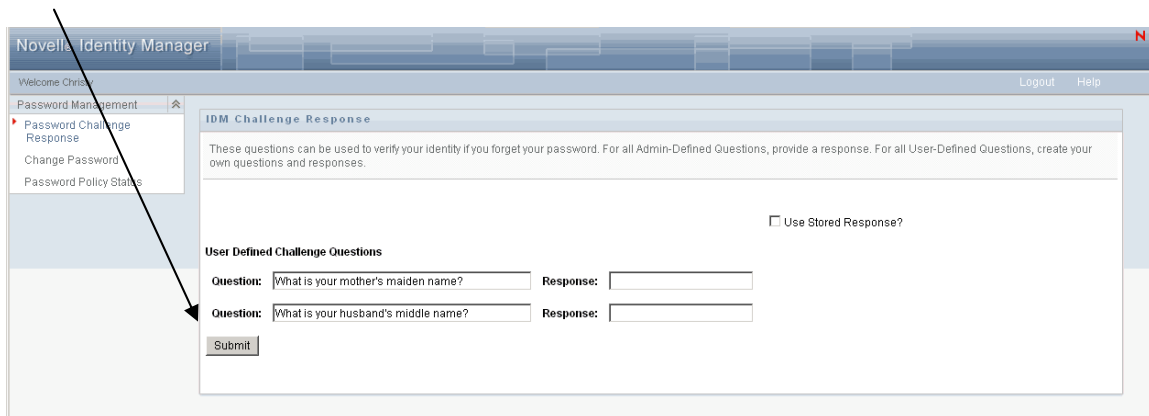
Retype password:

Uncheck the box that says *Use Stored Response*?



The screenshot shows the 'IDM Challenge Response' page in Novell Identity Manager. The page title is 'IDM Challenge Response'. Below the title, there is a paragraph: 'These questions can be used to verify your identity if you forget your password. For all Admin-Defined Questions, provide a response. For all User-Defined questions and responses.' Below this paragraph, there is a checkbox labeled 'Use Stored Response?' which is currently checked. Underneath, there is a section titled 'User Defined Challenge Questions'. It contains two entries, each with a 'Question:' label and a text input field. The first question is 'What is your mother's maiden name?' and the second is 'What is your husband's middle name?'. A navigation menu on the left includes 'Password Management', 'Password Challenge Response', 'Change Password', and 'Password Policy Status'. The top of the page shows 'Novell Identity Manager' and 'Welcome Christy'.

Once the box is unchecked you can delete the questions that are contained in the Question field, and enter two new questions and answers. When finished, click the *Submit* button.



The screenshot shows the 'IDM Challenge Response' page in Novell Identity Manager. The page title is 'IDM Challenge Response'. Below the title, there is a paragraph: 'These questions can be used to verify your identity if you forget your password. For all Admin-Defined Questions, provide a response. For all User-Defined Questions, create your own questions and responses.' Below this paragraph, there is a checkbox labeled 'Use Stored Response?' which is currently unchecked. Underneath, there is a section titled 'User Defined Challenge Questions'. It contains two entries, each with a 'Question:' label and a 'Response:' label, both followed by text input fields. The first question is 'What is your mother's maiden name?' and the second is 'What is your husband's middle name?'. Below these entries, there is a 'Submit' button. A navigation menu on the left includes 'Password Management', 'Password Challenge Response', 'Change Password', and 'Password Policy Status'. The top of the page shows 'Novell Identity Manager', 'Welcome Christy', and 'Logout Help'.