

# Prairie State College

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## Self-Service Password Tool

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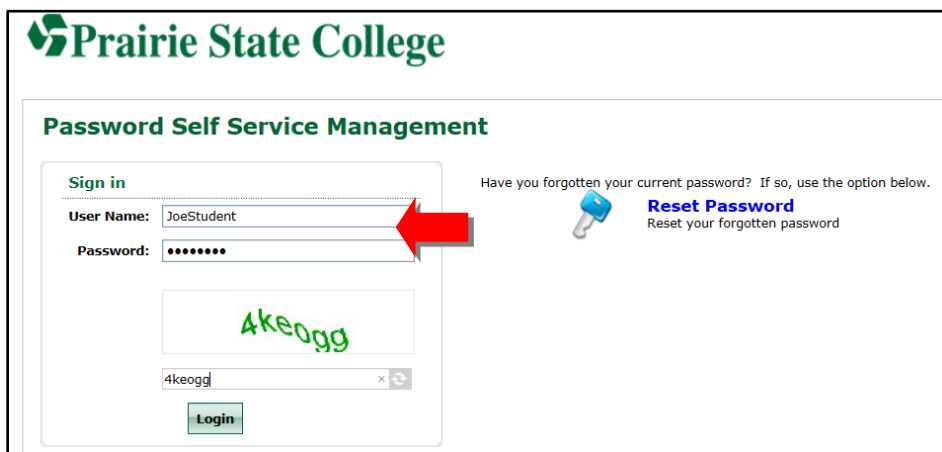
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## Self-Service Password Tool

Prairie State College offers a self-service tool for users to change their own password. The online tool is available 24/7, 365 days a year. In short, by enrolling in this tool, you'll provide information that can be used to verify your identity so that you can change your password.

### Enrolling in the Self-Service Tool

1. Go to <https://password.prairiestate.edu>
2. Enter your PSC username and password.



**Prairie State College**

### Password Self Service Management

**Sign in**

User Name: JoeStudent

Password: ●●●●●●

Have you forgotten your current password? If so, use the option below.

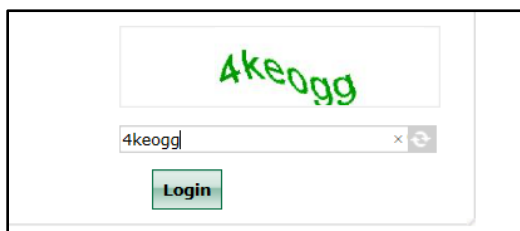
**Reset Password**  
Reset your forgotten password

4keogg

4keoggj

Login

3. Enter the verification code.



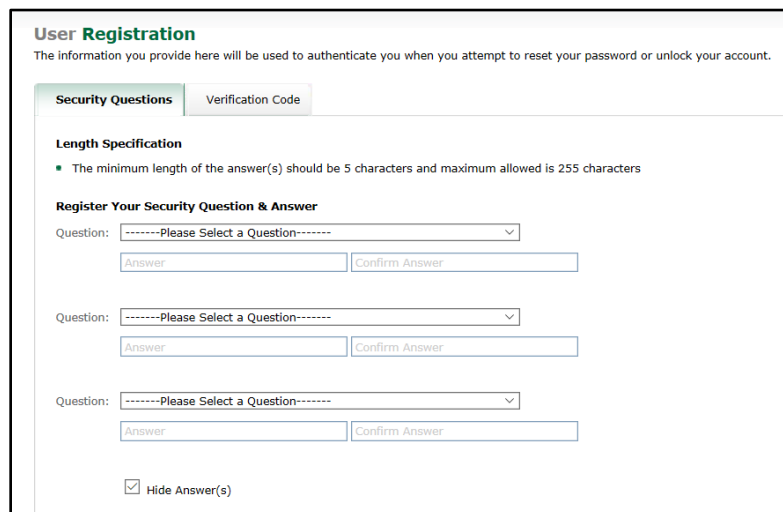
4keogg

4keoggj

Login

4. Click **Login**.

5. Select the type of validation that you want to use:
  - a. **Security Question:** Create security questions that you have to answer to be able to reset your password.
    - i. Select the **Security Questions** tab.
    - ii. Select your questions and enter the appropriate answers.



**User Registration**  
The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.

**Security Questions** | Verification Code

**Length Specification**

- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

**Register Your Security Question & Answer**

Question: -----Please Select a Question-----

Answer  Confirm Answer

Question: -----Please Select a Question-----

Answer  Confirm Answer

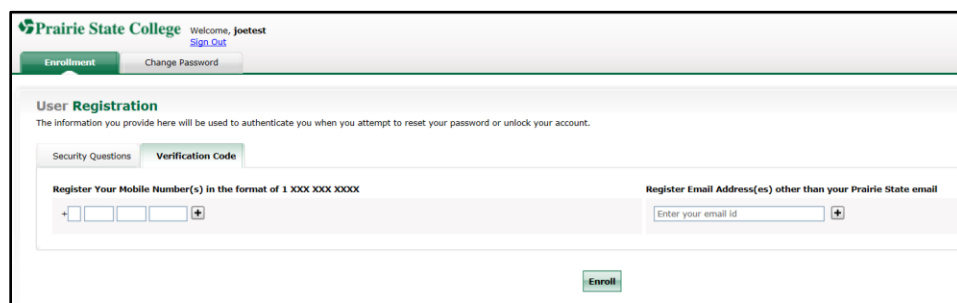
Question: -----Please Select a Question-----

Answer  Confirm Answer

Hide Answer(s)

- b. **Verification Code:** Have a verification code sent to your cell phone or alternate email address to be able to reset your password.
  - i. Select the **Verification Code** tab.
  - ii. Enter your cell phone number and/or a personal email address.

**Note:** Do **not** use your PSC email address as the address in the Self-Service Tool. If you can't log into your accounts, you will not be able to access the password reset email.



**Prairie State College** Welcome, joetest  
[Sign Out](#)

Enrollment | Change Password

**User Registration**  
The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.

**Security Questions** | **Verification Code**

Register Your Mobile Number(s) in the format of 1 XXX XXX XXXX

+ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Register Email Address(es) other than your Prairie State email

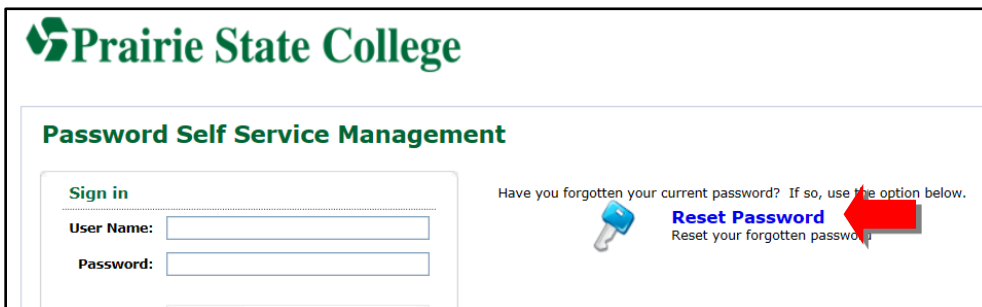
Enter your email id [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

6. Click **Enroll** at the bottom of the screen and you are ready to use the Self-Service Tool.

## Changing Your Password

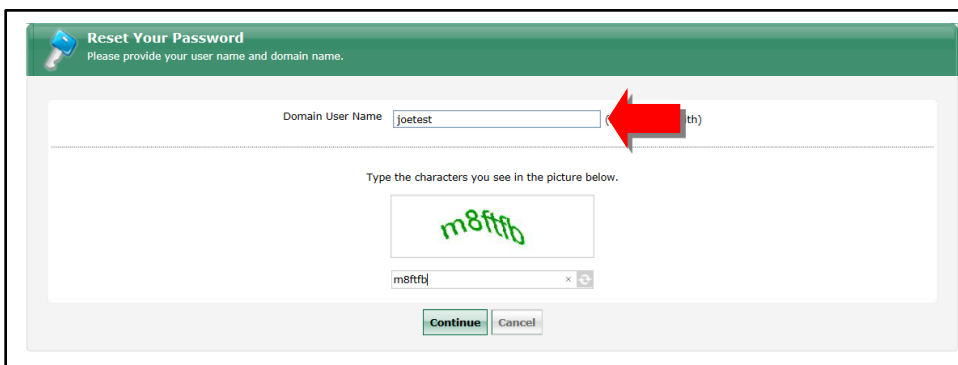
In the event that your password has expired, or you have forgotten your password, you can reset it using the Self-Service Tool from anywhere on the Internet.

1. Go to <https://password.prairiestate.edu>
2. Click **Reset Password** on the right side of the screen.



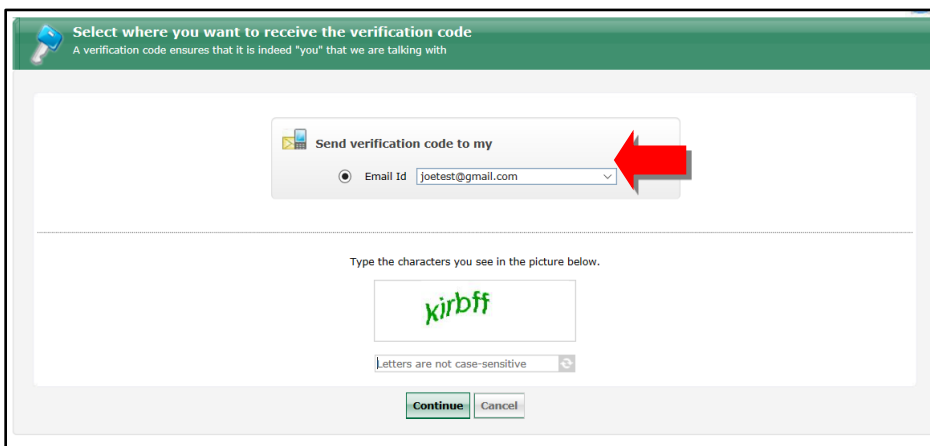
The screenshot shows the Prairie State College Password Self Service Management page. On the left, there is a "Sign in" section with fields for "User Name:" and "Password:". On the right, there is a question: "Have you forgotten your current password? If so, use the option below." Below this question is a blue key icon and a "Reset Password" link. A red arrow points to the "Reset Password" link. Below the link, it says "Reset your forgotten password".

3. Enter your PSC username.



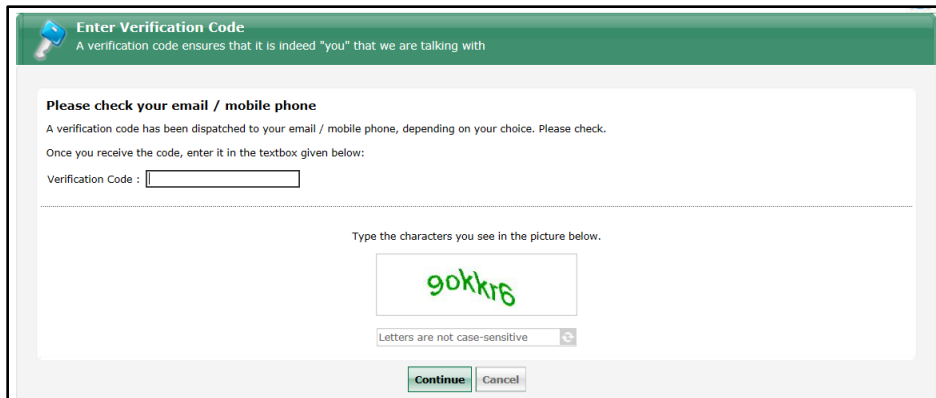
The screenshot shows the "Reset Your Password" page. The header says "Reset Your Password" and "Please provide your user name and domain name." Below this, there is a "Domain User Name" field with the text "joetest" entered. A red arrow points to the end of the field. Below the field, there is a CAPTCHA image showing the characters "m8ftfb". Below the CAPTCHA, there is a text input field with "m8ftfb" entered. At the bottom, there are "Continue" and "Cancel" buttons.

4. Select the validation method you setup when enrolling in the Self-Service Tool.



The screenshot shows the "Select where you want to receive the verification code" page. The header says "Select where you want to receive the verification code" and "A verification code ensures that it is indeed 'you' that we are talking with." Below this, there is a "Send verification code to my" section with a dropdown menu showing "Email Id joetest@gmail.com". A red arrow points to the dropdown menu. Below this, there is a CAPTCHA image showing the characters "kirbfb". Below the CAPTCHA, there is a text input field with "Letters are not case-sensitive" entered. At the bottom, there are "Continue" and "Cancel" buttons.

5. For **cell phone or email verification**, enter the code received in the email/text message.




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

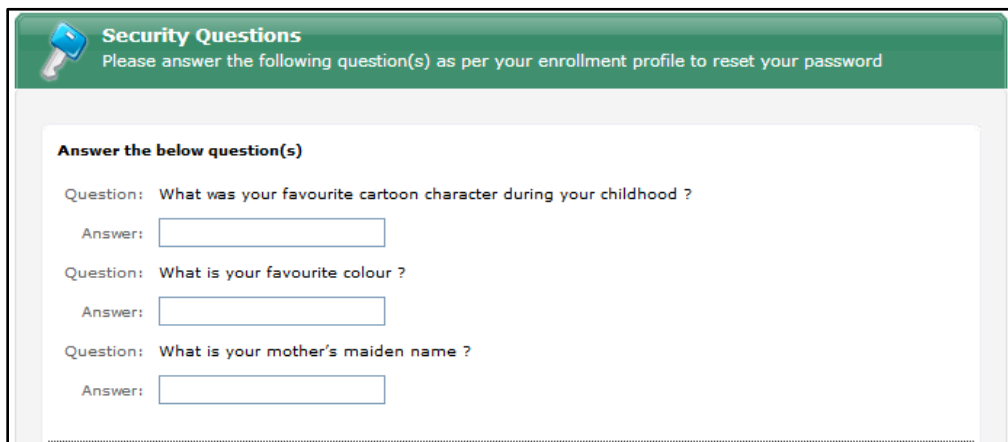
Verification Code :

Type the characters you see in the picture below.



Letters are not case-sensitive

6. For **security question verification**, enter the appropriate answers for the questions.



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

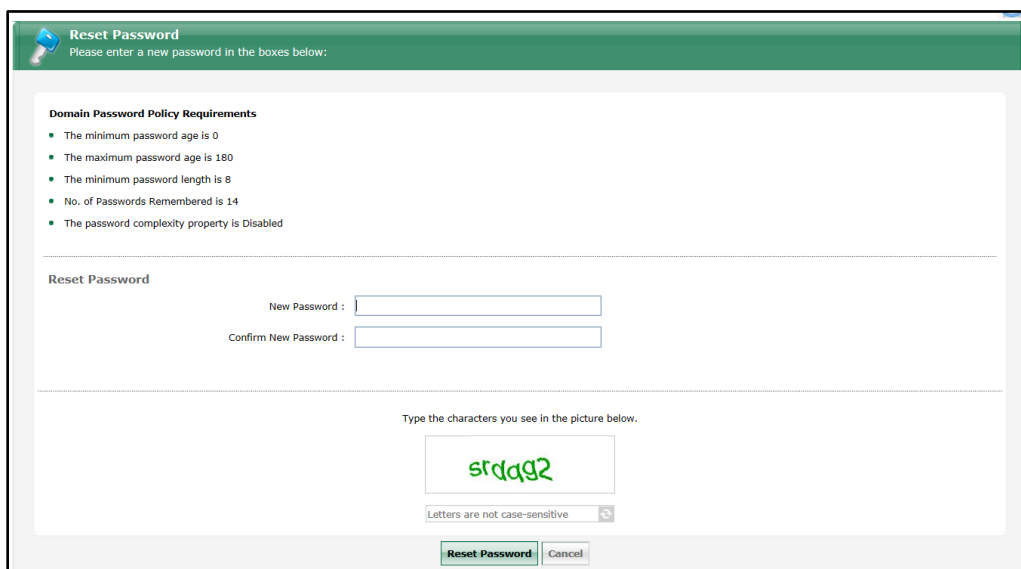
**Answer the below question(s)**

Question: What was your favourite cartoon character during your childhood ?  
Answer:

Question: What is your favourite colour ?  
Answer:

Question: What is your mother's maiden name ?  
Answer:

7. Follow the prompts to change your password.



**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 180
- The minimum password length is 8
- No. of Passwords Remembered is 14
- The password complexity property is Disabled

Reset Password

New Password :

Confirm New Password :

Type the characters you see in the picture below.



Letters are not case-sensitive