

CS0225 - Using the Password Reset Manager (PRM) to change your password via the Internet 24/7

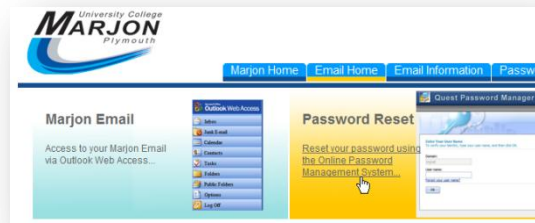
Horror, your exam results are due out but you cannot login to your email and you are on holiday, teaching practice etc... so you cannot come into Uni to change the password!! We have the answer for you, the Marjon Password Reset Manager (PRM) allowing you to change your password when you like, great! However, as with all great systems you **MUST** first set up a profile on the Marjon Password Reset Manager (PRM). This has to be completed whilst your password is **VALID!**

Once your profile is set up you can change your password at anytime from anywhere with Internet access.

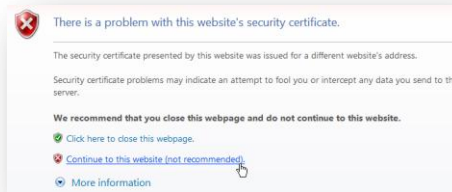
1. Go to Marjon home page <http://www.marjon.ac.uk/>

2. Click on the Email link at the bottom.

3. Read the notes under the PRM link and then click on it.



If you see the warning below, most of you should not, click the link to Continue to this website.



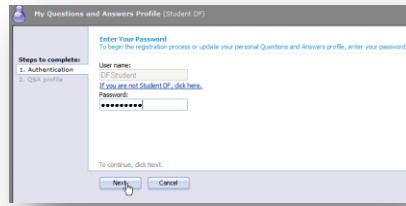
4. Now enter your username (student number) and click OK.



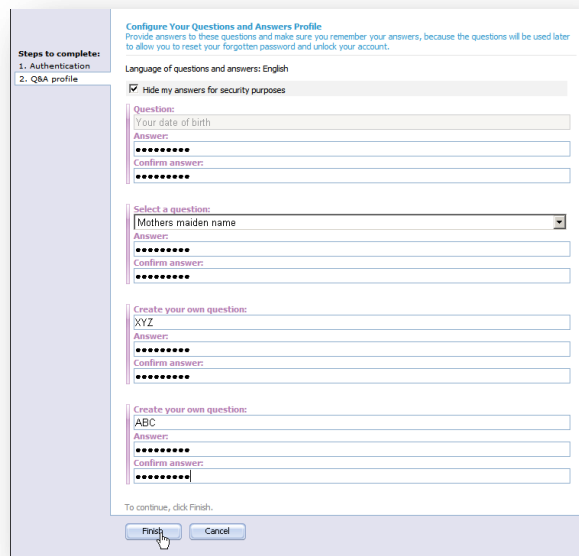
5. Click the "My Questions and Answers Profile" link



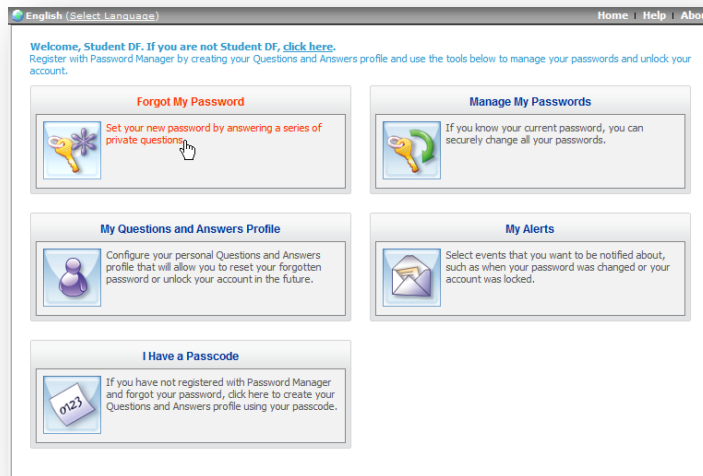
- Put in your VALID password and click Next.



- You will now be able to set up 4 questions and answers which will be used if you want to reset your password via the Internet. The answers are CaSe SeNsItIvE, so remember them. Click Finish and job done!



- Imagine you are on holiday, exam results are due out via email. You go to login, argghhh your password has run out (they expire every 120 days) what do you do??? Just follow steps 1-5 above to go back to Password Reset Manager. Click on the "Forgot My Password" link.



9. Now correctly answer the questions you previously set up, remember that the answers are Case Sensitive, click Next.

10. Enter a new password of at least 8 (eight) characters (can be numbers, letters or both but NOT one you have used in the last 4), then re-type it in the Confirm new password box. Click Finish!

You will now see a welcome sight!

Go to Marjon site as per 1 above but this time click on the email link and login with username (student number) and your new password.