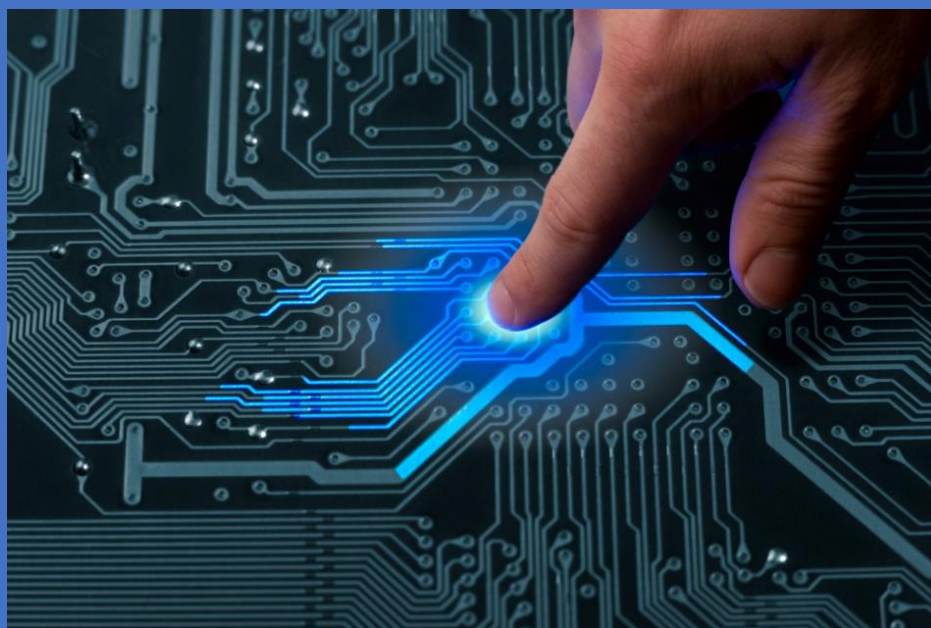




¡Vive tu futuro hoy!

STEPS TO REGISTER AND USE THE NEW DOMAIN PASSWORD CHANGE PLATFORM



Instructional Manual by: Christian Rivera – Systems Administrator II

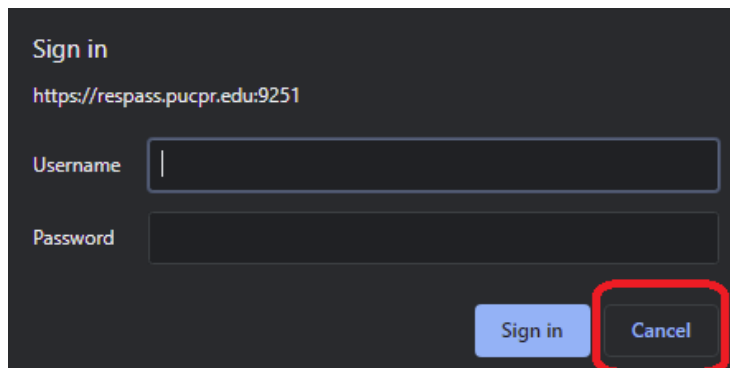
Last Review: November 4, 2022

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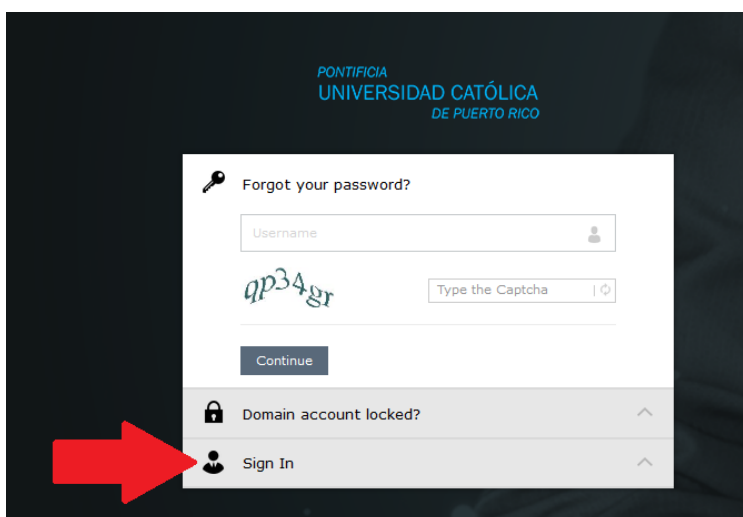
UNREGISTERED USERS

1. Navigate to <https://respass.pucpr.edu:9251/authorization.do> .
2. If you are presented with a small box at the top of your screen, please click the button **"Cancel"** to close it.



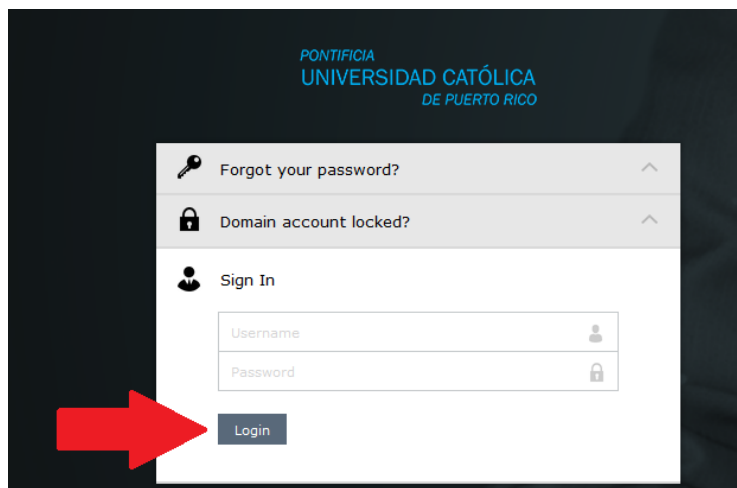
A dark-themed dialog box titled "Sign in" with the URL "https://respass.pucpr.edu:9251". It contains two input fields: "Username" and "Password". At the bottom right, there are two buttons: "Sign in" and "Cancel". The "Cancel" button is highlighted with a red rectangular border.

3. Click **"Sign In"** to complete your user profile and configure the secret questions you wish to use to validate your identity in our systems.



A dark-themed dialog box with the header "PONTIFICIA UNIVERSIDAD CATÓLICA DE PUERTO RICO". It contains a "Forgot your password?" section with a "Username" input field and a "Type the Captcha" input field. Below this is a "Continue" button. At the bottom, there are two expandable sections: "Domain account locked?" and "Sign In". A red arrow points to the "Sign In" button.

4. Enter your current username and password (the ones you use to use computers and WiFi, **without @pucpr.edu**) and click **"Login"**.



A dark-themed dialog box with the header "PONTIFICIA UNIVERSIDAD CATÓLICA DE PUERTO RICO". It contains three expandable sections: "Forgot your password?", "Domain account locked?", and "Sign In". The "Sign In" section is expanded, showing "Username" and "Password" input fields. A "Login" button is located at the bottom of the "Sign In" section. A red arrow points to the "Login" button.

5. Once you enter, you will see that the system asks you to complete your registration in order to carry out **Password Reset** and **Account Unlock**. Click on **“Click here”**, located on the right side of **“Complete your enrollment now!”** to complete your registration.

The screenshot shows the 'Change Password' page of the Pontificia Universidad Católica de Puerto Rico. A modal window is displayed with the following content:

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

- Password Reset: Securely reset your machine password without help desk assistance.
- Account Unlock: Unlock your account when you get locked out without help desk assistance.

Complete your enrollment now! [Click here](#)

A red arrow points to the 'Click here' button. The background shows the 'Change Password' form with fields for 'Old Password', 'New Password', and 'Confirm New Password', along with password requirements and 'Change Password' and 'Cancel' buttons.

6. Choose your two questions from the menu of alternatives **[TO]**, write a secret question of your choice **[B]**, write down the secret answers you will use **[C]** and confirm them in the second box **[D]**. You will need to do this until you have three secret questions on your profile (two selected and one created by you). Once you have your three secret questions and their answers, click **“Next”** **[E]**.

The screenshot shows the 'User Registration' page with the 'Enrollment' tab selected. The main heading is 'Please enroll for the forced verification methods enabled for your account.' Below this is the 'Security Questions' section:

Security Questions

Question : -- Please Select a Question -- **A**

Answer **C** Confirm Answer **D**

Question : -- Please Select a Question -- **A**

Answer **C** Confirm Answer **D**

Question : Write your own question **B**

Answer **C** Confirm Answer **D**

Hide Answer(s)

- The minimum length of the question(s) should be 3 characters and maximum allowed is 255 characters
- The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters

At the bottom right, it says 'Step 1 of 1' and a 'Next' button with a red **E** next to it.

7. Once the registration process (enrollment) is completed, you will be presented with the confirmation screen [TO] and all its available validation alternatives. In it you can edit or view your secret questions [B], add a personal validation email [C] and set alert notifications for your smartphone app [D].

PONTIFICIA UNIVERSIDAD CATÓLICA DE PUERTO RICO

Change Password Enrollment

User Registration ?

You have successfully enrolled! The information you provided will help us verify your identity when you login or during the password reset/account unlock process. **A**

Enrolled Verification Methods

You'll be asked to verify your identity using any of the methods listed below. [Learn more](#)

- Security Questions & Answer**
View my security questions **B**
Today 09:42 AM
- Email Verification**
testing@puopr.edu Verified
N/A
[Add Email](#) **C**

Set Up Backup Verification Methods

These methods will help you prove your identity in case you face issues with other verification methods.

- Push Notification Authenticator**
Push Notifications are sent to your registered mobile device. You need to approve the request to prove your identity during SelfService and Logon actions.
[Set up](#) **D**

8. At this time, you can log out (by clicking **“Sign Out”**) [TO] or proceed to change your current password (by clicking **“Change Password”**) [B].

PONTIFICIA UNIVERSIDAD CATÓLICA DE PUERTO RICO

B Change Password Enrollment

User Registration ?

You have successfully enrolled! The information you provided will help us verify your identity when you login or during the password reset/account unlock process. **A**

Enrolled Verification Methods

You'll be asked to verify your identity using any of the methods listed below. [Learn more](#)

- Security Questions & Answer**
View my security questions **B**
Today 09:42 AM
- Email Verification**
testing@puopr.edu Verified
N/A
[Add Email](#)

Set Up Backup Verification Methods

These methods will help you prove your identity in case you face issues with other verification methods.

- Push Notification Authenticator**
Push Notifications are sent to your registered mobile device. You need to approve the request to prove your identity during SelfService and Logon actions.
[Set up](#)

1 **2**

Personalize **A**
Sign Out

9. To change your current domain password, you will need to type your current password[TO], the new password you want[B], confirmation of the new password[C]and click""Change Password"". Note that you must comply with all security requirements[Box], before the system allows you to proceed with your password change.

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Change Password Enrollment

Change Password ?

Old Password **A**

New Password **B**

Confirm New Password **C**

- Must not contain any character more than 2 times consecutively
- Minimum length should be at least 8
- Must contain at least 1 upper case character(s)
- Number of numerals to include 1
- Must contain at least 1 lower case character(s)

Change Password Cancel

10. This will present you with the confirmation screen for the change made and will complete your domain password change process.

Status

✓ Password change successful for the following account(s)

- - pucpr.edu

Close

REGISTERED USERS

1. Navigate to <https://respass.pucpr.edu:9251/authorization.do> .
2. If you see a small box at the top of your screen, please close it.

Sign in

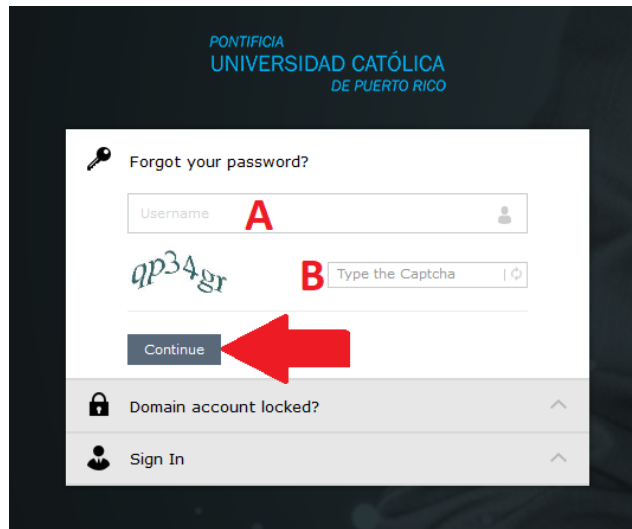
https://respass.pucpr.edu:9251

Username

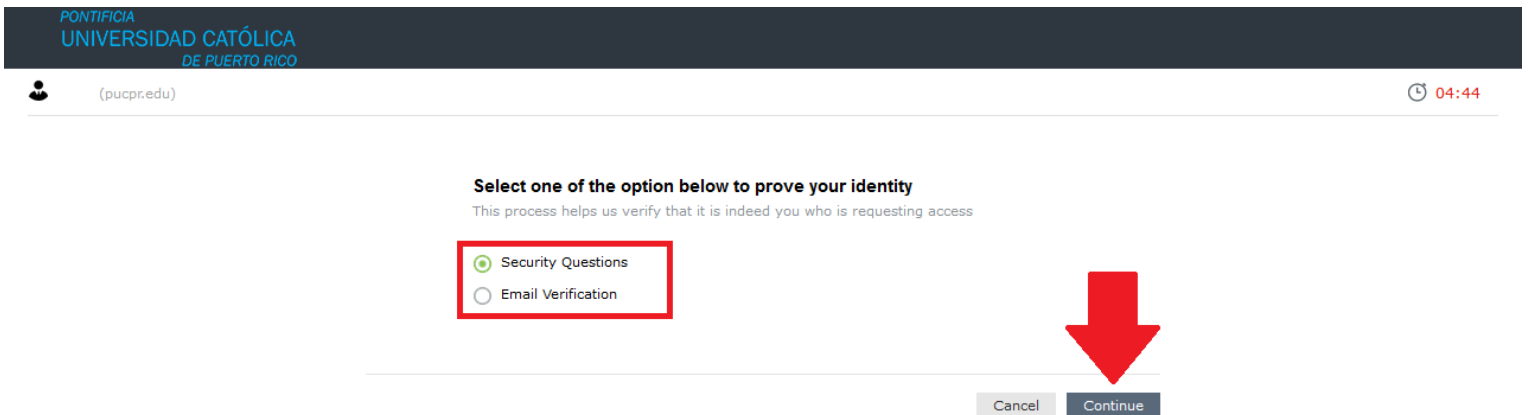
Password

Sign in Cancel

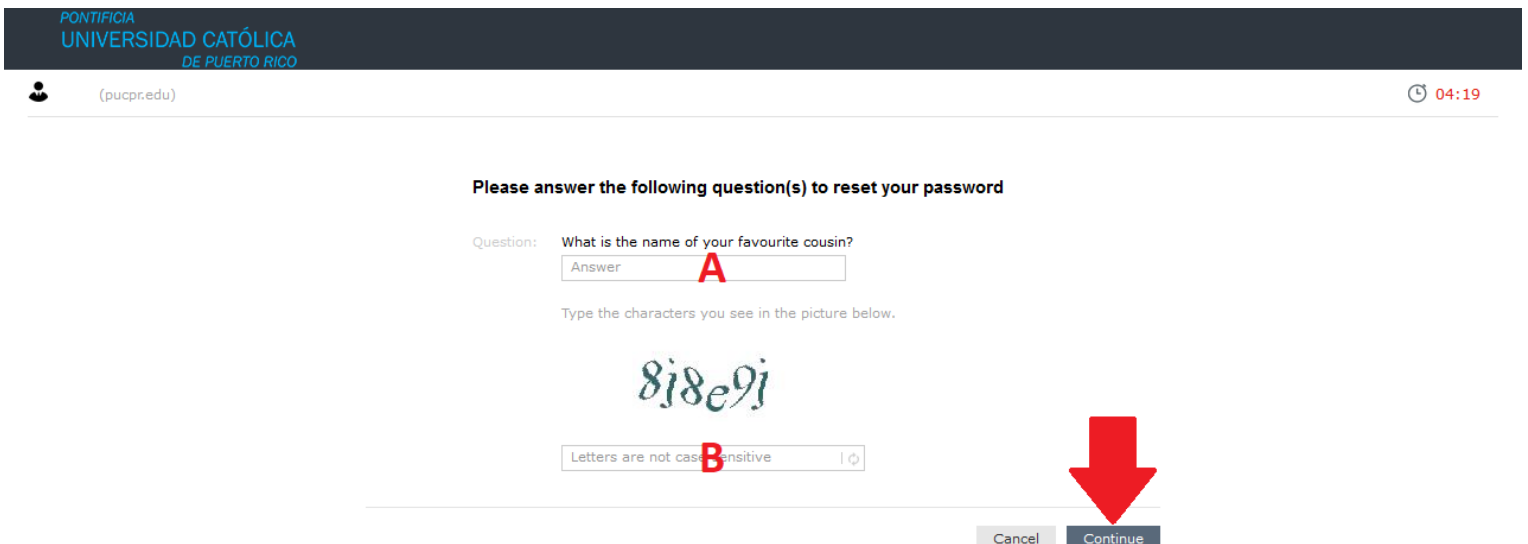
3. Enter your username (the one you use to use computers or WiFi)[**TO**], enter the Captcha code presented to you[**B**]and click“**Continue**”.



4. Select the validation method you want to use and click“**Continue**”.



5. Depending on the validation method you have selected, you will have five (5) minutes to:
to. Enter the answers to your secret questions [**TO**], enter the Captcha code[**B**], and click
“**Continue**”.



b. Send code email validation selected **[TO]**, confirm the validation code sent to your email **[B]** and enter the Captcha code **[C]**, culminating everything with clicks on **“Continue”**.

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(pucpr.edu) 04:46

Get a verification code via email

Select your email address

--- Select Email ID --- **A**

Cancel Continue



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DE PUERTO RICO

(pucpr.edu) 04:50

Verification code has been sent to ****@pu***.edu**

Once you have received the code, Please enter it in the textbox below


B Resend Code

Type the characters you see in the picture below.

cdo7jh

Letters are not case-sensitive **C**

Cancel Continue



6. Enter the new password you want to use **[TO]**, confirm the new password **[B]**, enter the Captcha code **[C]** and click **“Reset Password”**.

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DE PUERTO RICO

(pucpr.edu) 04:51

Reset Password

* New Password **A**

* Confirm New Password **B**


- Must not contain any character more than 2 times consecutively
- Minimum length should be at least 8
- Must contain at least 1 upper case character(s)
- Number of numerals to include 1
- Must contain at least 1 lower case character(s)

Type the characters you see in the picture below.

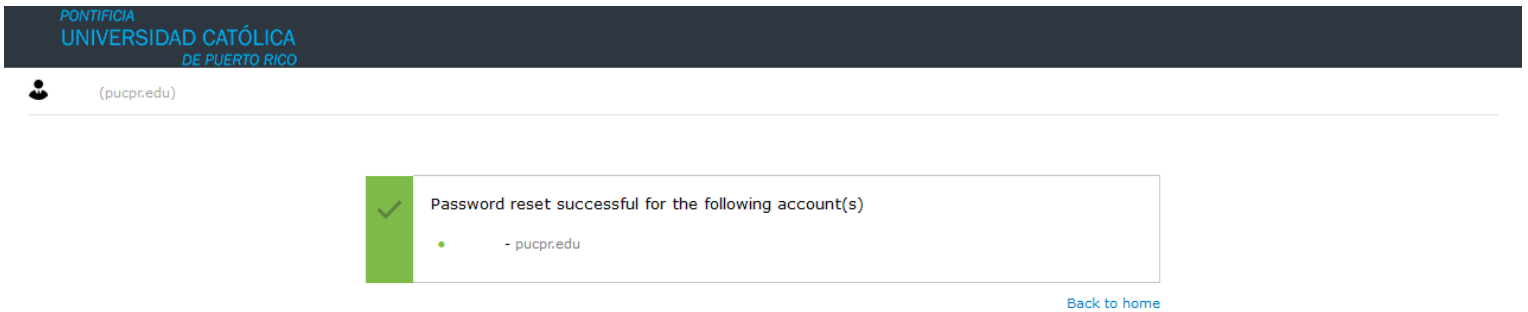
d89srk

Letters are not case-sensitive **C**

Cancel Reset Password



7. Wait a few seconds while your request is processed; You will receive an on-screen and email notification when the process is complete.



MOBILE USERS (Smartphones) [Application does not allow screenshots]

1. Enter the App Store of your smartphone (iOS and Android) and install the application **ADSelfService Plus**.
2. Once open, press the text **Skip** that will appear at the bottom left of your screen.
3. In order to use the application, you will need to first configure the communication link. You must press **Server Settings >**, located in the middle of your screen, and enter the following information on the next screen:
 - a. **Server Name/IP Address:** respass.pucpr.edu
 - b. **Port:** 9251
 - c. **Protocol:** HTTPS
4. At this time, you will see that the address will appear at the bottom of the screen. <https://respass.pucpr.edu:9251>, if so, press the button **Save** to save the configured link.
5. An alert will appear indicating that your administrator would like to send you "push notifications", you must press **Forks** right now to activate the ability to show notifications in the app. [Some additional steps will be required for this feature to be fully configured; they will be at the end of this document.]
6. Upon accepting, the app will ask for your current domain credentials. You will need to enter them in order to proceed to the next screen.
7. Once on your password change screen, you can proceed to use the application to change your password from your smartphone as follows:
 - a. Enter your current password
 - b. Enter your new password
 - c. Confirm your new password
 - d. Press **Change** at the top right of your screen to process the change and display the result of the desired change.
8. If you do not wish to change your password at that time, you can proceed to close the application. This will mean that the next time you open the application, you will have to press **Password Reset** to reset your password using your validation methods (if you don't remember your current password) or **Change Password** to change your password through your online profile (if you remember your current password).

Push Notifications Settings

1. Log in to your account from your ADSelfService Plus application for smartphones and reach the screen where it asks for your credentials to change your password.
2. Press the icon (person silhouette) in the upper left corner and press **“Enrollment”** among the alternatives presented to you.
3. On the next screen, press the tab that has a smartphone with a lock at its bottom right (third icon from left to right) and you will reach the **“Push Notifications”** settings.
4. Once on this screen, activate the function **“Push Notification Authentication”**, press the text **“Update”** at the top right of your screen, and enter your credentials (if your smartphone asks for them).
5. From this moment on, you can also validate using your smartphone when making any changes or resets to your domain password.