

Selfhelp Password Change / Reset

Registering Username:

To get started **you must register your username** before you are able to reset or change your password with the selfhelp software.

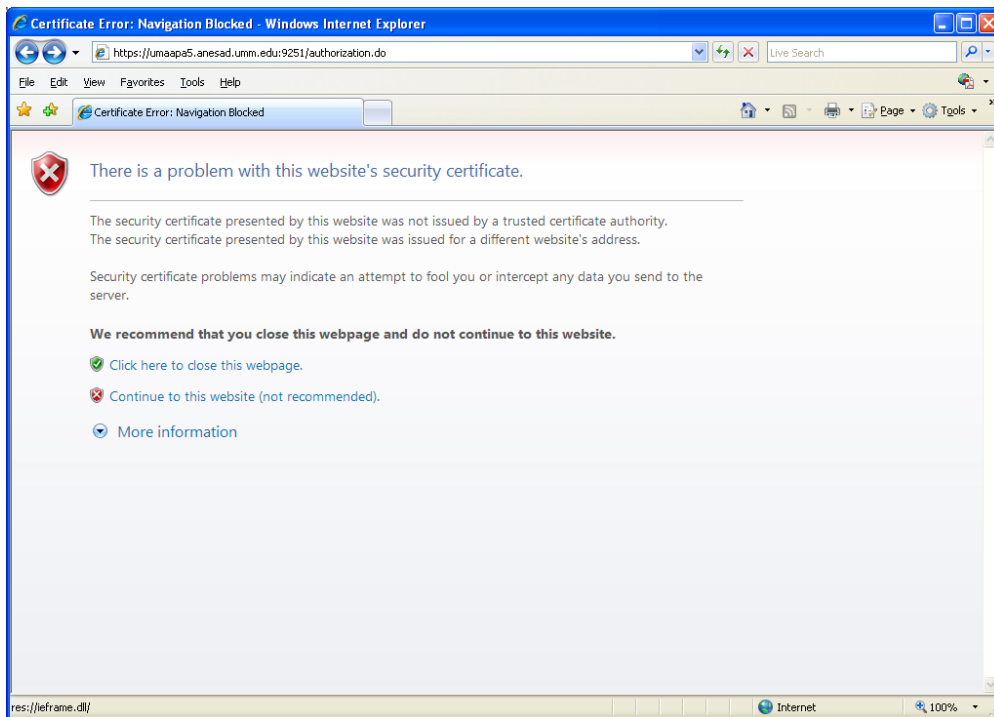
Open the following website to start the registration process. Continue to page 4 if you have forgotten your password or your account is locked.

<https://anesmvor.umm.edu:9251>

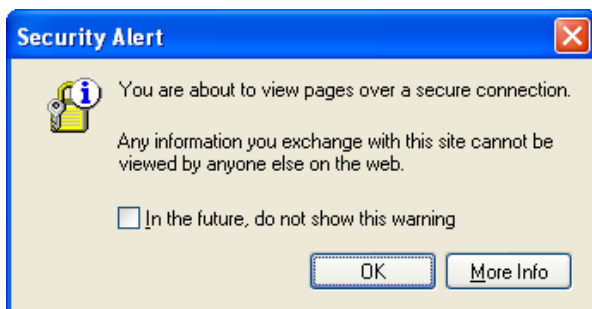
or

<https://umaapa5.anesad.umm.edu:9251/authorization.do>

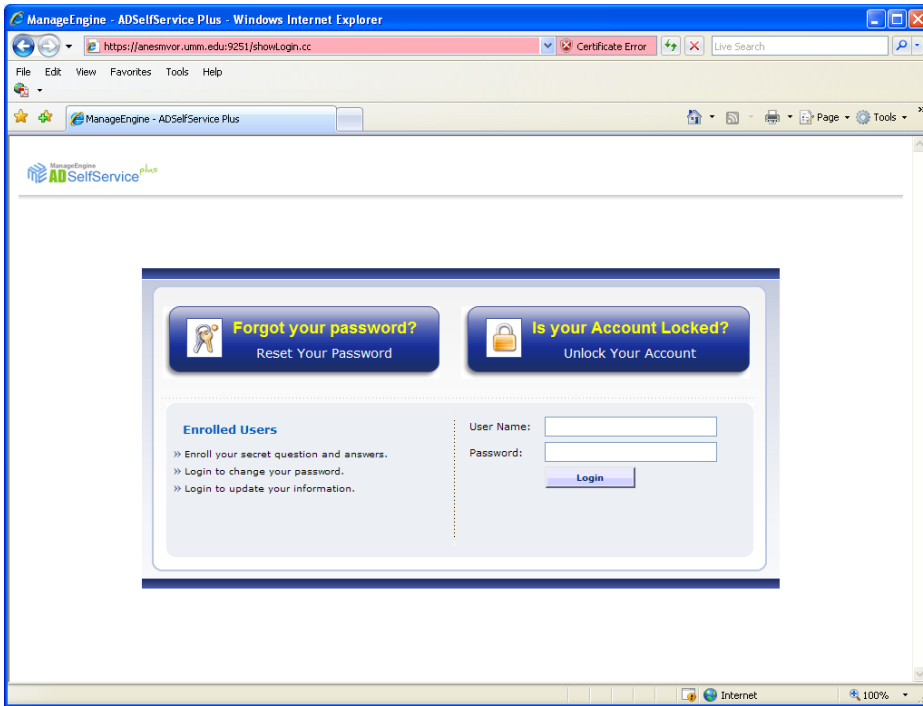
You will see the following message. Click on Continue to this website.



Click OK if another Security Alert appears.

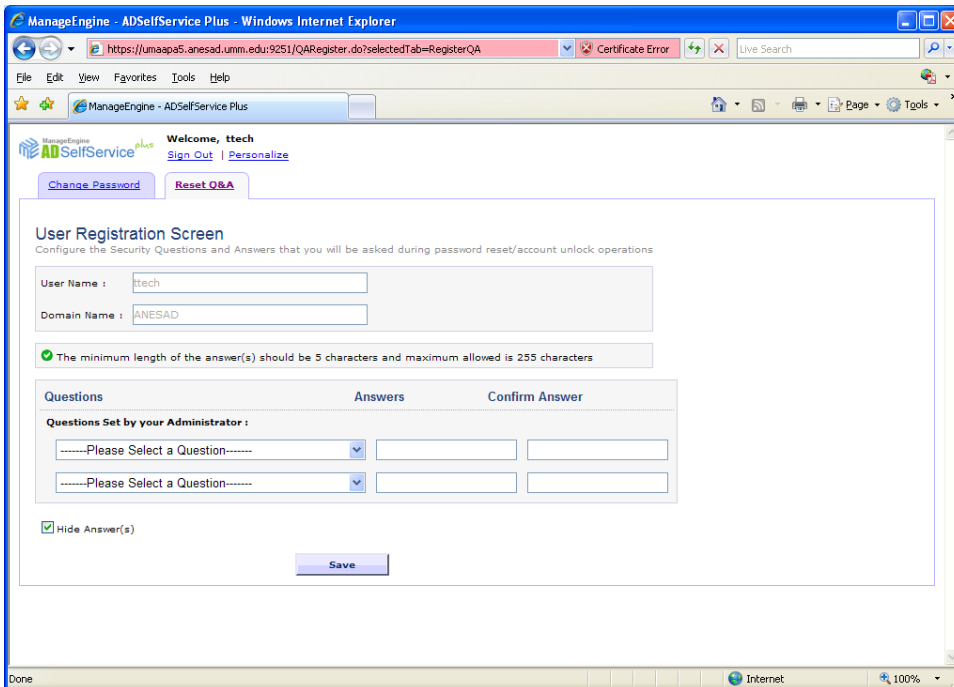


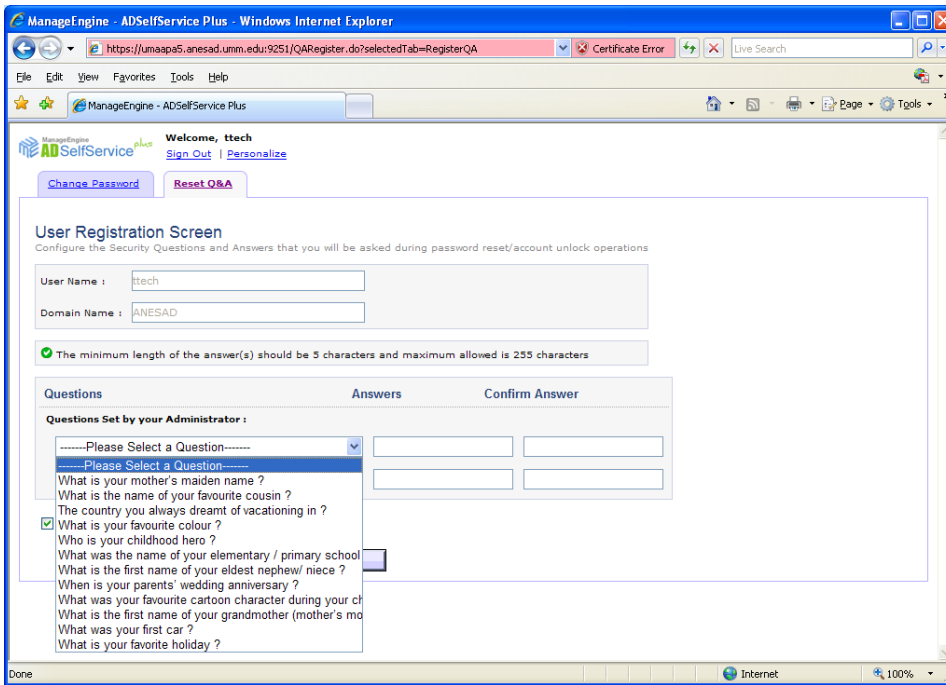
Type in your username and password, click Login



Click on Reset Q&A

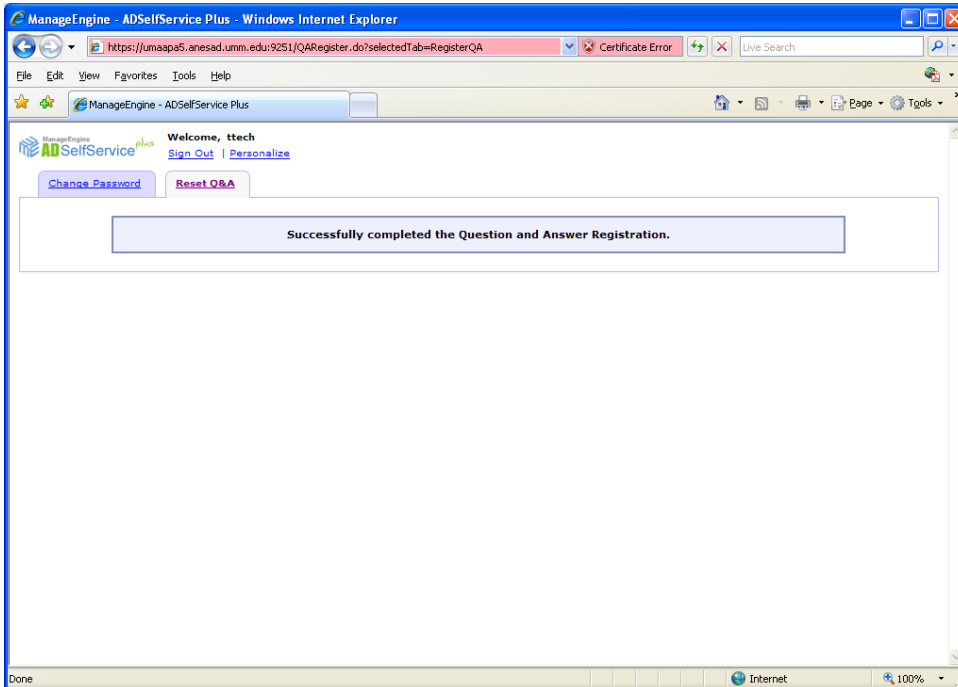
Answer both questions and confirm answers. Keep in mind that the answers must be at least 5 characters long.





Click Save

If successful you will see the following page.



Forgotten Passwords and Locked Accounts:

If your account is locked, there is a high probability that you have forgotten your password. To save yourself time please reset your password, unless you are 100% positive you know your password.

Remember passwords must be 8 to 10 characters long. Anything over 10 characters will result in the AIMS system not working properly. Keep in mind your password must be strong.

Strong password definition

- One upper and lowercase character
- One digit
- One punctuation character

Example: H@rd2Cr@k!

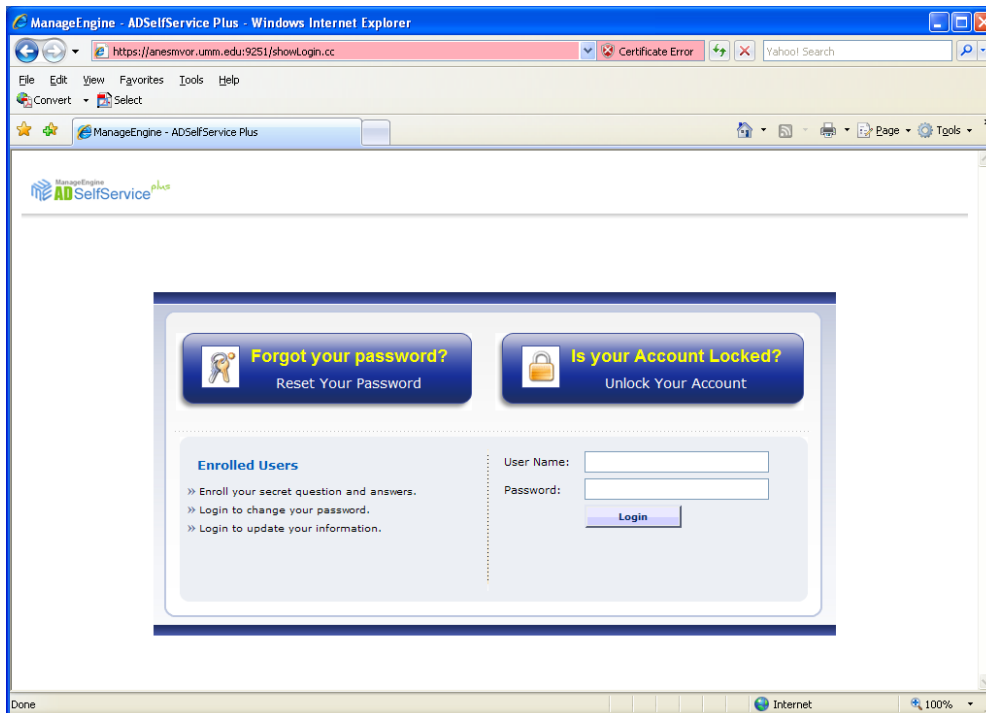
Open this site

<https://anesmvor.umm.edu:9251>

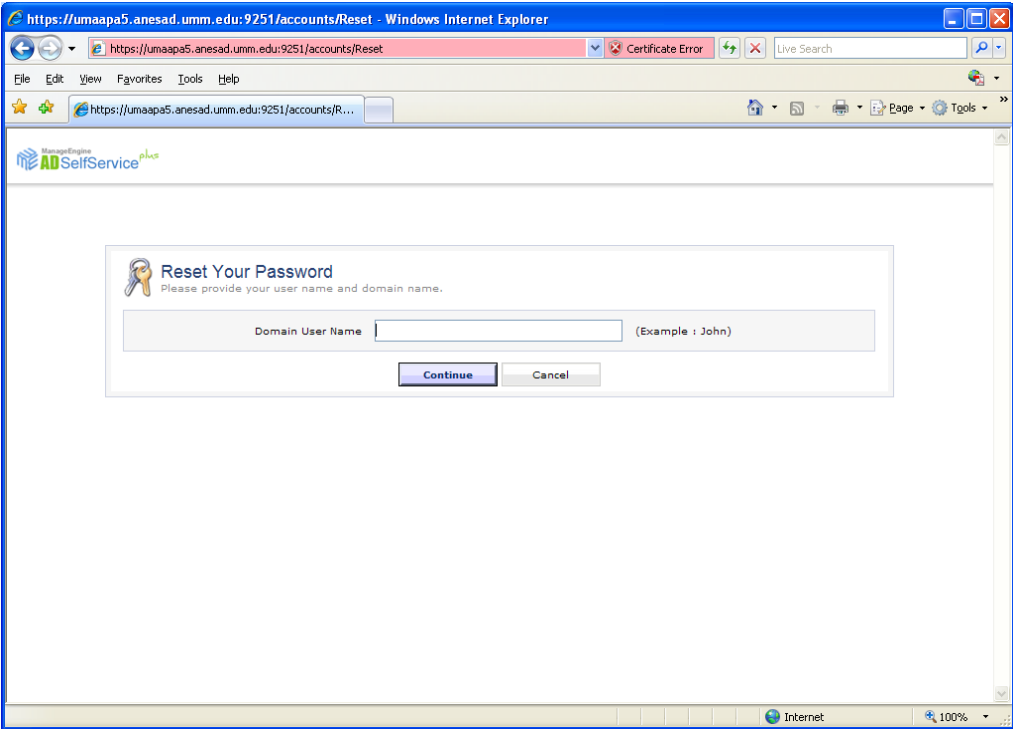
or

<https://umaapa5.anesad.umm.edu:9251/authorization.do>

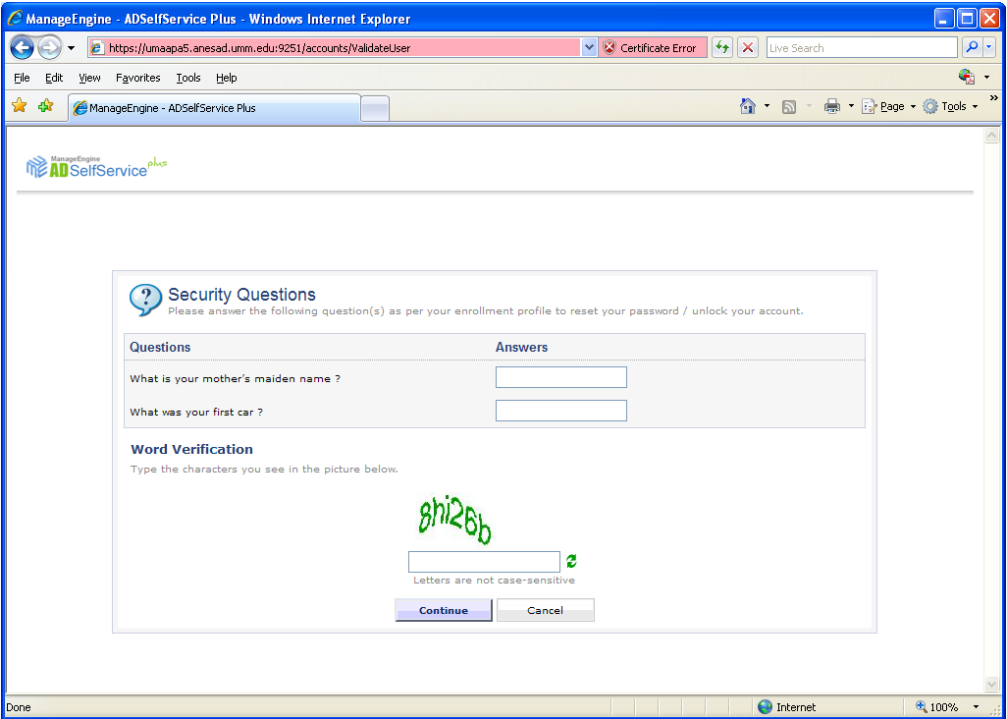
Click on Forgot your password?



Enter your username, click Continue



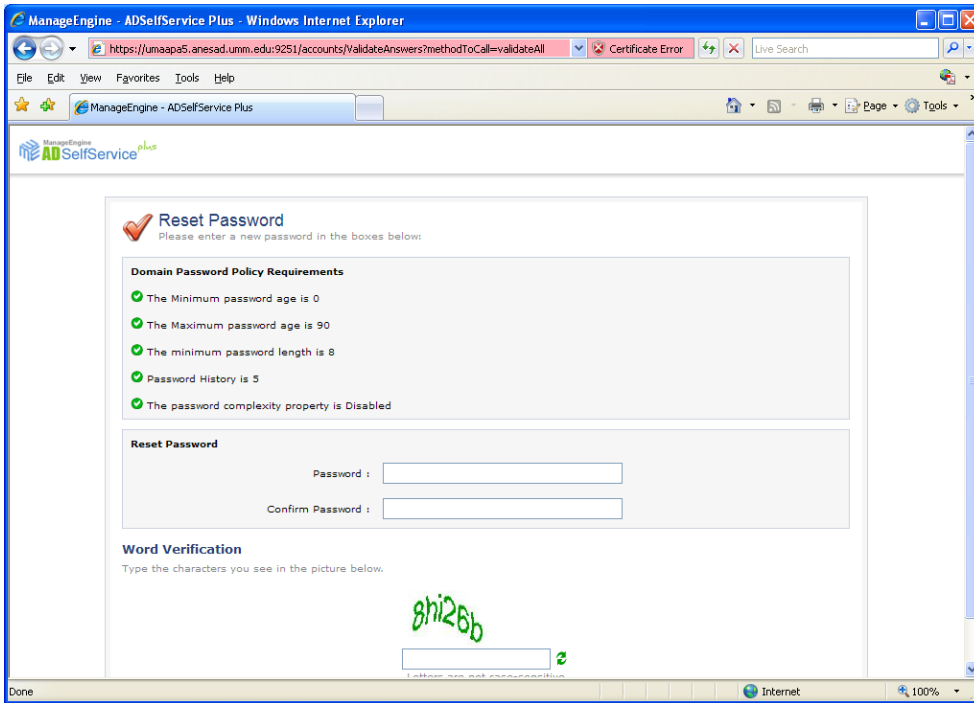
Answer the two questions and enter the Word Verification.



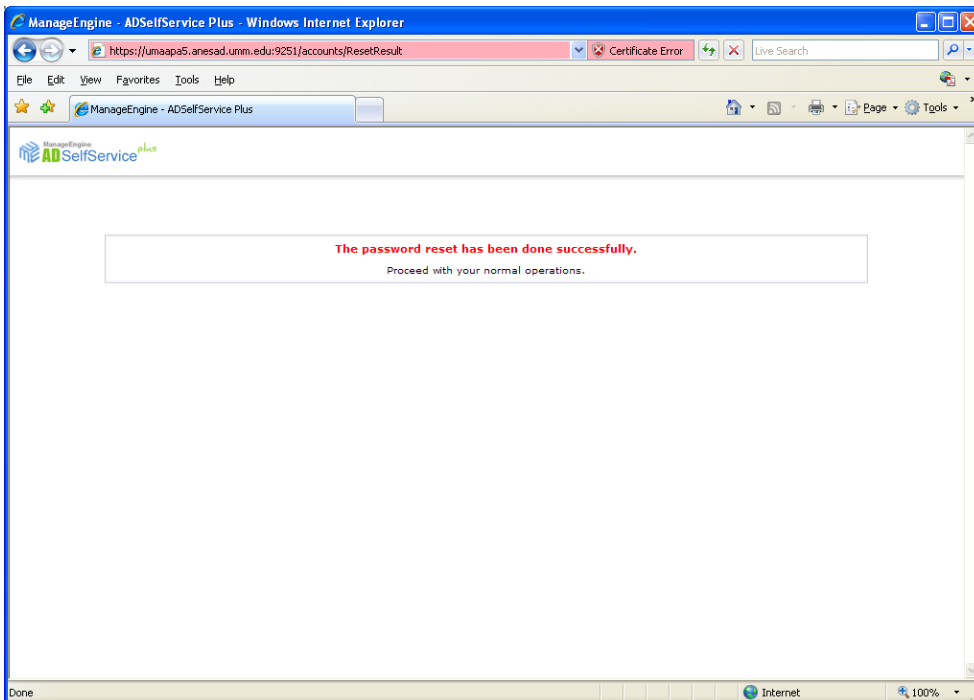
Click Continue

Enter your password and confirm

Then enter Word Verification



Click Continue



Close browser. You are now ready to use your account.