Using Password Manager

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Using Password Manager - An Introduction

Our Password manager service provides a mechanism whereby you can change your password.

This website can be found at the following link: www.anglia.ac.uk/mypassword

The first screen you will see will be the following one:

Enter Your Short Username (for example, abc123):

Enter the characters you see on the picture.

Enter your short username in the form of ABC123 and key in the character code below (which does not have to be in uppercase).

Click ‘OK’.

The next screen you will see will contain some or all of the options as shown in the contents page of this document.

As long as your current password is still valid, you will be able to change your password by using your existing one. Instructions can be found on how to do this in the section ‘Manage My Passwords’.

Return to top and choose the relevant option on how to use that part of Password Manager.
Please go to the Password Manager website: www.anglia.ac.uk/mypassword

Please choose this option if you know your Password and wish to change your security questions.

You will see the following screen:

My Questions and Answers Profile (guest, che (Student))

To proceed, enter your password:

Password: 

Please enter your password. Click ‘Next' to see the following screen, as overleaf:
Click on the arrow next to the drop down list and choose from one of the six questions and provide your own answer. This must be done 3 times.

When completed, click ‘Next’ to see the following confirmation screen:
Use this option if you have forgotten your password. Click this option to see the following screen:

Agree to the terms and click ‘Next’. You will then see the following screen:

Please enter the character code (not case sensitive) and click ‘Next’ to see the screen overleaf:
Please provide the answers to your security questions which you previously set up. Click ‘Next’ to see the following screen:

Choose a new password which you have not used previously (minimum of 6 characters).

Click ‘Next’ to see whether this has been accepted (or not), as shown overleaf:

Success!
Failure!

Forgot My Password (guest, che (Student))

Your password was successfully reset

Go to home page

Details:
  - Your password was successfully reset.

Forgot My Password (guest, che (Student))

Enter new password.

Your new password must comply with the password policy:

- The password must meet the password length requirements of the system. The minimum password length: 6.
- The password must meet the password history requirements of the system. The number of passwords in store: 13.
- The password must meet the password maximum age requirements of the system. Maximum password age: 420.

New password:

Enter password

Confirm new password:

If you see the above, you need to meet the criteria stated on that screen.

Manage My Passwords

If you know your current password, you can securely change all your passwords.

Click this option to change your password if your current password is known, you will see the following screen:
Enter the character code and click ‘Next’ to see the screen (note that this is not case sensitive):

Enter your current password. Click ‘Next’. Then enter your new password, making sure it complies with the criteria (as shown overleaf):
Return to top

Use this option to receive notifications regarding your password. Enter your password (as shown below):

My Notifications
Select events that you want to be notified about, such as when your password is changed or your account is unlocked.

Tick the relevant options and click ‘Next’ to see a confirmation screen (overleaf):
If your password has expired and you have not registered with Password Manager, please call us to request a passcode on 01245 68 6600 or contact us via LibAnswers: libanswers.anglia.ac.uk

Enter the passcode given and click ‘Next’ to see the following screen (overleaf):
Choose your 3 favourite questions and provide your answers in the boxes provided. Click ‘Next’ to see the screen as shown here:
Your questions and answers have been set up.

Go to www.anglia.ac.uk/mypassword and follow the instructions as for option ‘Forgot My Password’.

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