

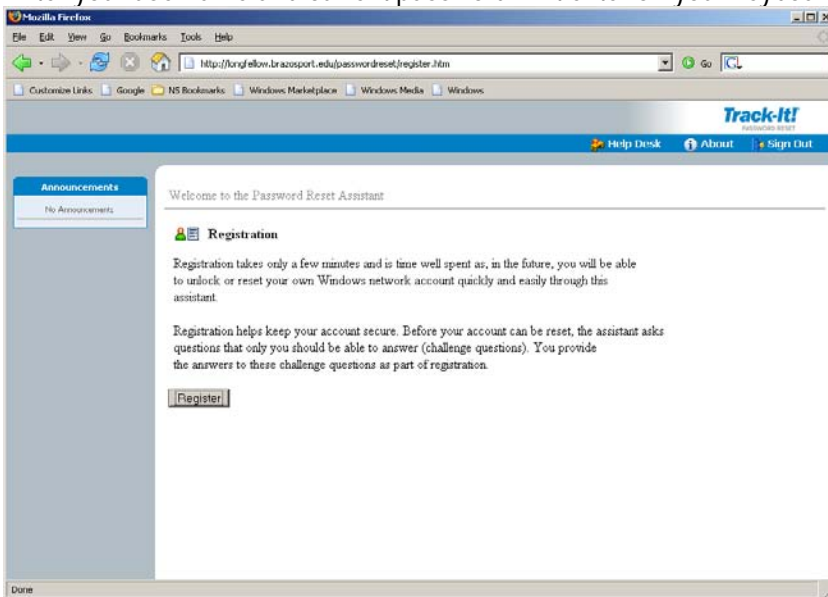
PASSWORD RESET INSTRUCTIONS FOR BCNET WINDOWS NETWORK ACCOUNTS ONLY

Have you forgotten your windows network account password or is your account locked? You usually contact the helpdesk when this happens, but you no longer have to do that, you can use the password reset system to change your password and reset your account if it gets locked. An account will lock if a password is tried more than 3 times.

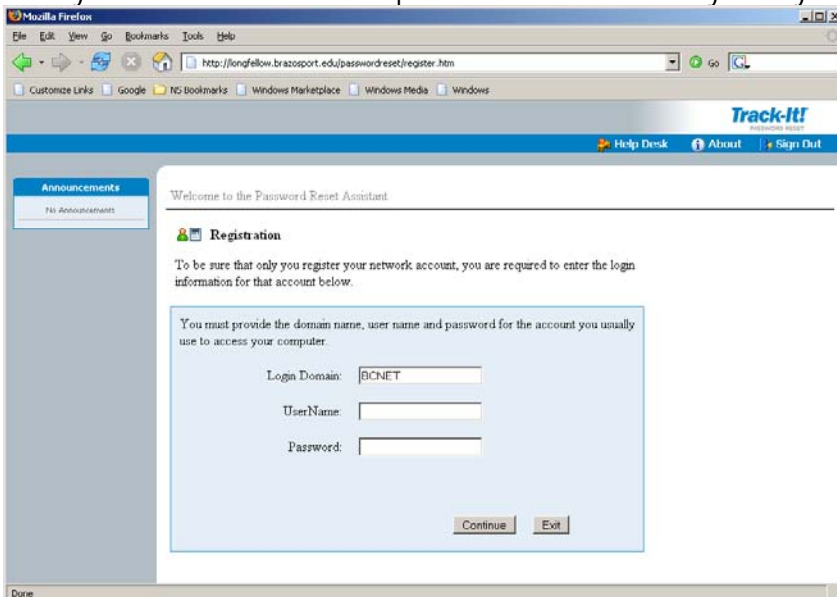
Before you can begin using the password reset system you have to register. Instructions on how to use the password reset system will follow the instructions for registering with the system.

The first step in using the password reset system is to register with the system using the Password Assistant <http://webb.brazosport.edu/TIWEB/PasswordReset/Register.htm>. This registration needs to occur in advance of the need to reset your password or unlock your account. The purpose of this registration is to keep your account secure. Before you are allowed to reset or unlock your account you need to setup two challenge questions. You have to answer these same questions when you use the system to reset or unlock your account.

Enter your username and current password. Hit enter on your keyboard or click on the continue button.



Enter your username and current password. Press enter on your keyboard or click on the continue button.



Enter your E-mail Address: (Note: please check spelling). This is the email address that will be used to notify you when you have used the password reset system. If you type your email address incorrectly you will not receive the messages. Now you are ready to choose two challenge questions and answer them. You can use the drop down error to choose which question you want to answer.

Registration Update

Updating information for account: **BCNET trackit**
To supply updated registration values, edit the values below and then click "Continue".

You must supply an e-mail address. An e-mail is sent to this address each time your registration information is updated or your account unlocked or reset.

E-mail Address:

You must answer the challenge questions.

Question:

Answer:

Confirm Answer:

Question:

Answer:

You must select two challenge questions. Enter your answer for each question in the Answer: Box. Confirm your answer in the Confirm Answer: Box. Hit enter on your keyboard or click the continue button.

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Question:

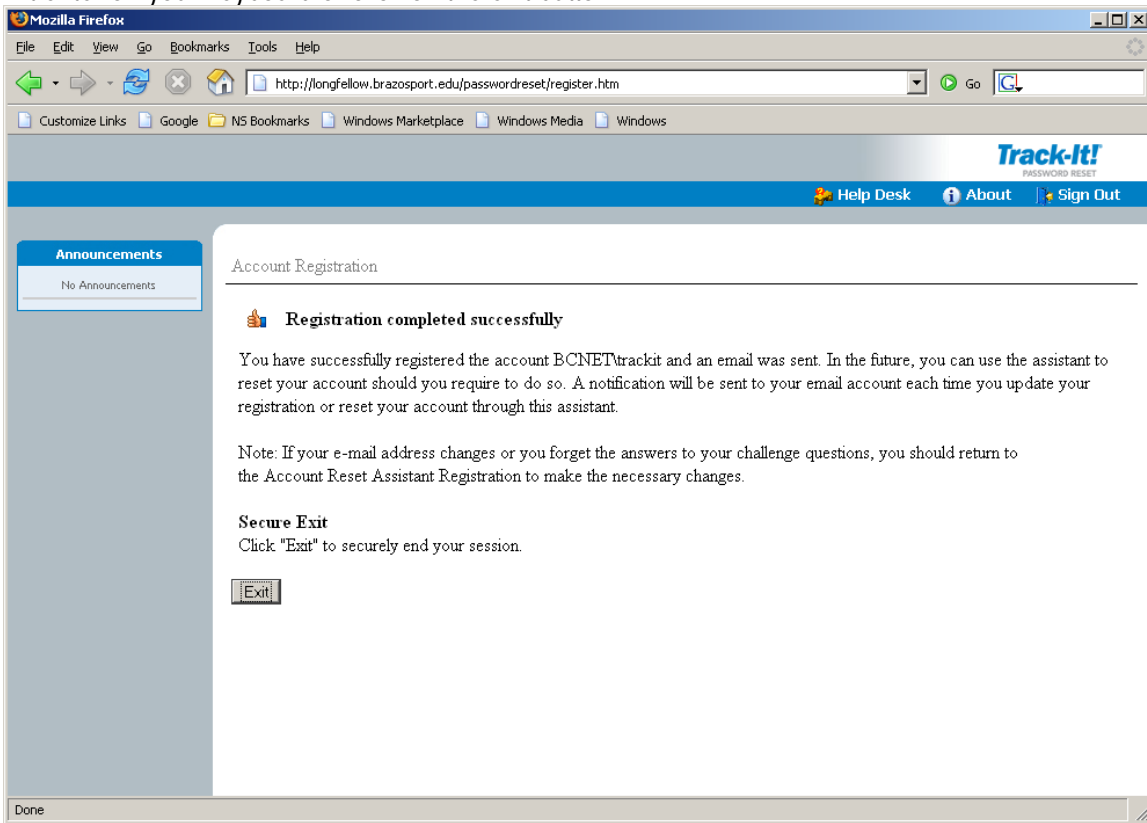
Answer:

Confirm Answer:

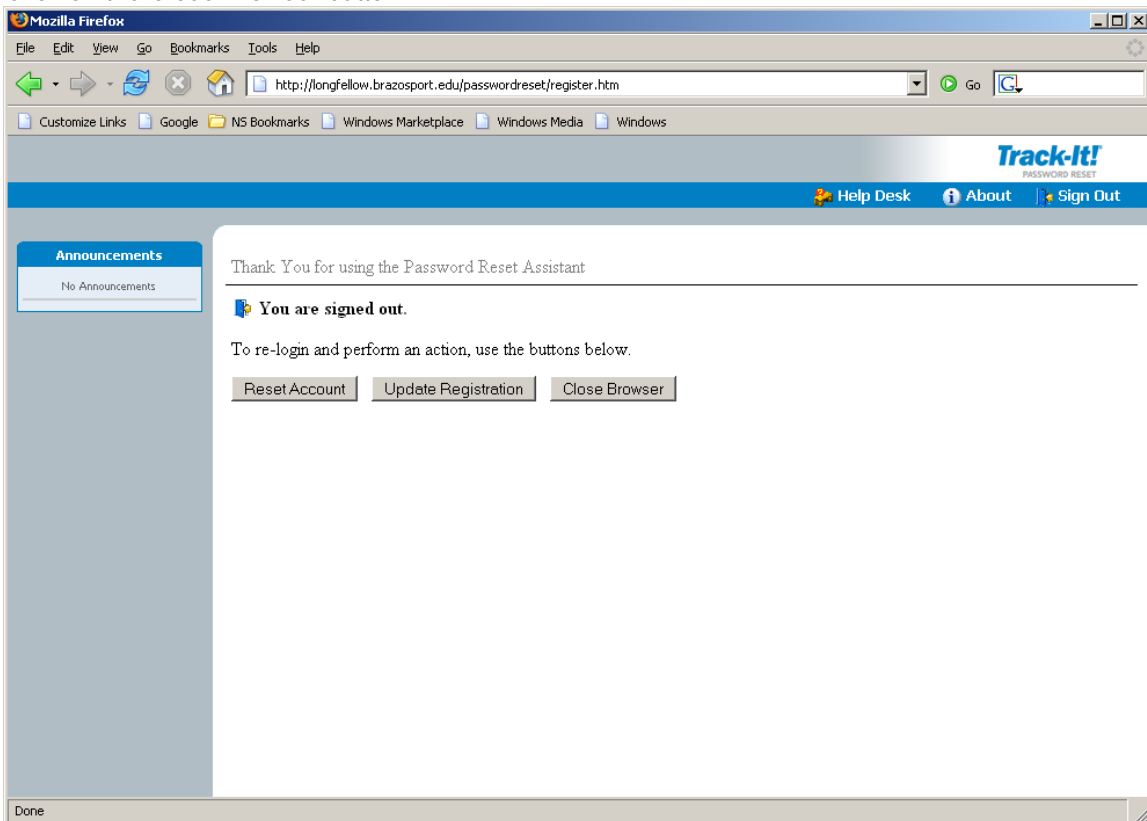
Question:

Answer:

Registration is complete. You will receive an email for registering with the system. Note: If your e-mail address changes or you forget the answers to your challenge questions, you should return to the Account Reset Assistant Registration Update page found at <http://webb.brazosport.edu/TIWEB/PasswordReset/updateregistration.htm> to make the necessary changes. Hit enter on your keyboard or click on the exit button.

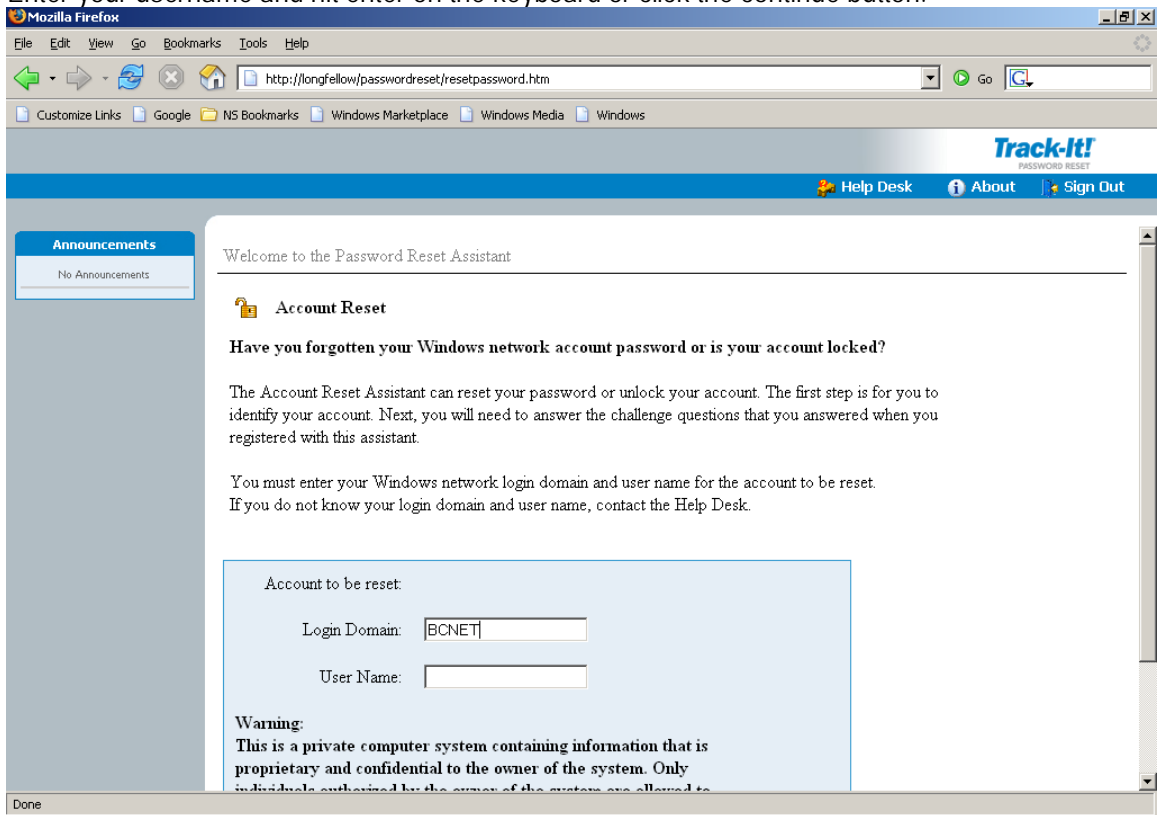


Click on the Close Browser button.

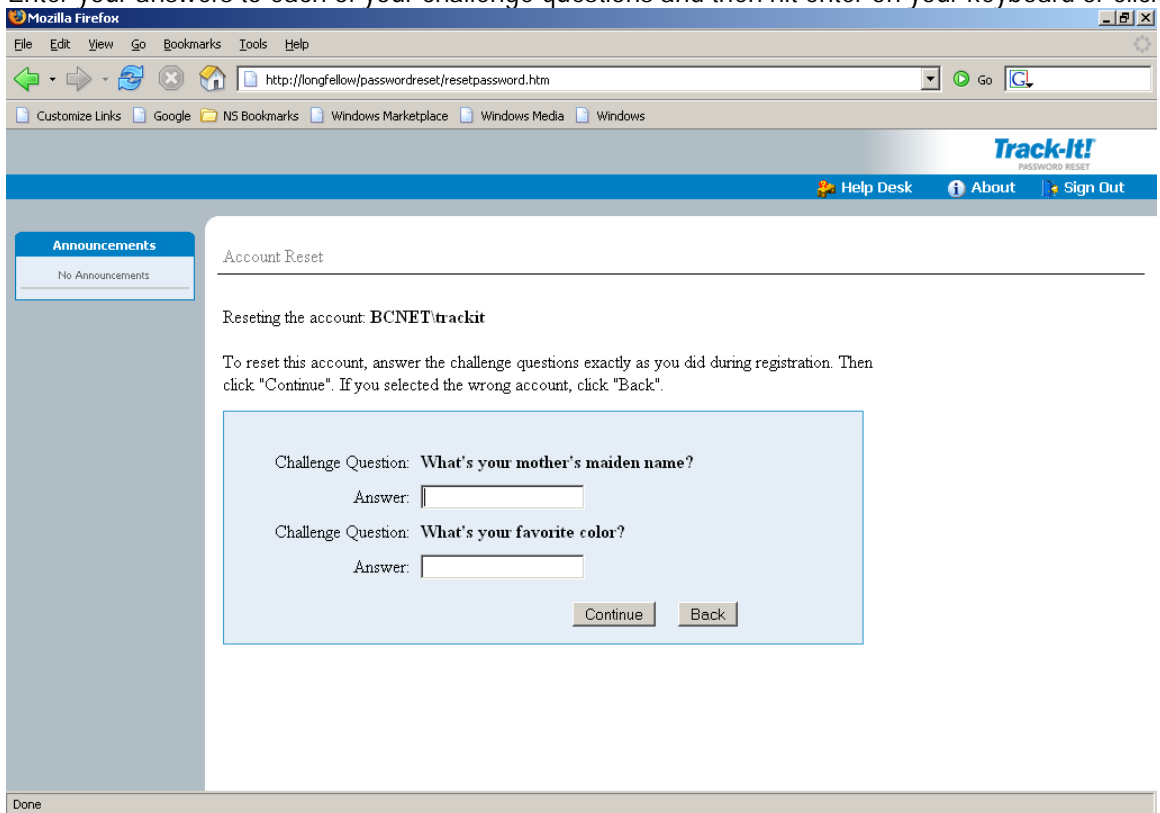


Now that you have successfully registered you can use the password reset assistant when needed. <http://webb.brazosport.edu/TIWEB/PasswordReset/ResetPassword.htm>.

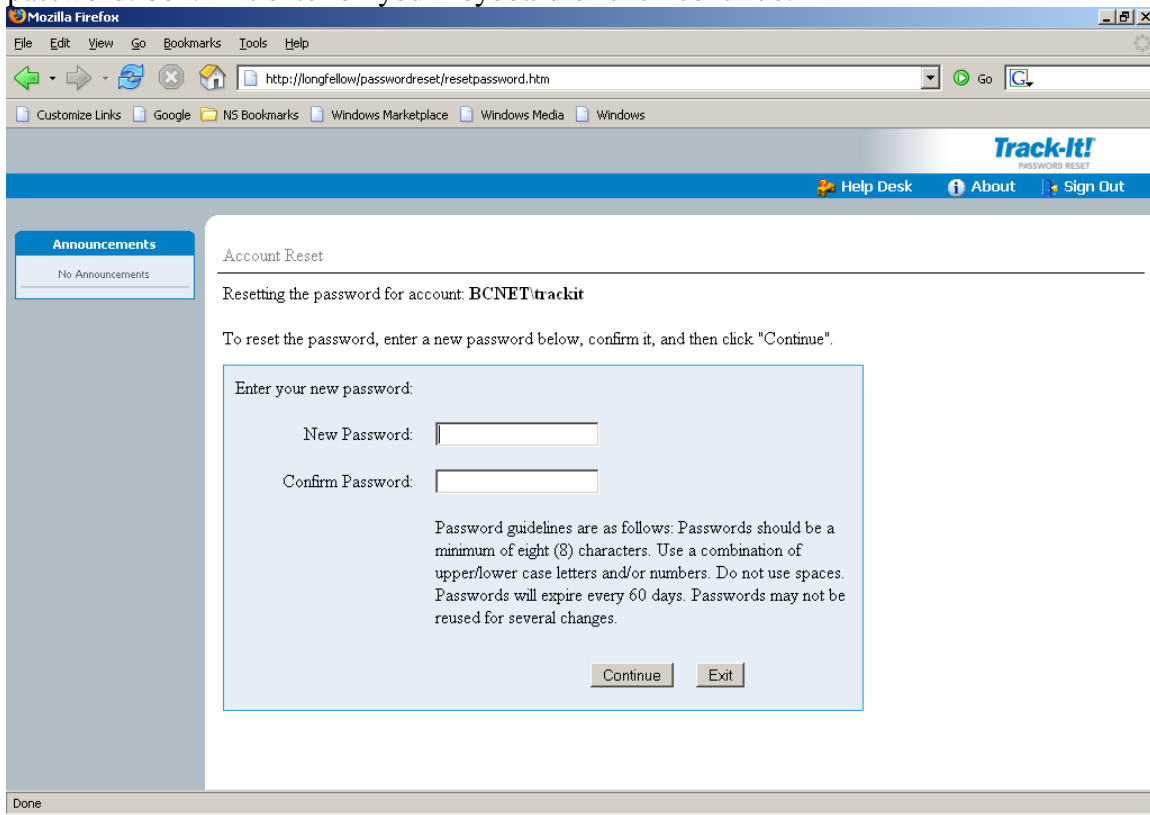
Enter your username and hit enter on the keyboard or click the continue button.



Enter your answers to each of your challenge questions and then hit enter on your keyboard or click continue.



Select a new password and enter it in the new password: box and then enter the password again in the confirm password: box. Hit enter on your keyboard or click continue.



You will receive a confirmation that your password reset completed successfully. You will also receive an email notifying you that you changed or reset your password. Click on the Exit button.

