

How to Change password - update profile?

Version 1.2

25th August 2019

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How user can self-update his/her personal info into Active Directory?

- 1- First user has to go to the Link: <https://aucpwd.aucegypt.edu> he/she will show below screen.

The screenshot shows the user self-update interface for The American University in Cairo. At the top left is the university's 100th anniversary logo. The main heading is "The American University in Cairo". Below this, there are several options for account management: "Update Profile - Change Password", "Self Update" (Update your contact information), "Change Password" (Change your password using current password), "Reset Password" (Reset your forgotten password), and "Unlock Account" (Unlock your locked out account). To the right is a "Sign in" form with fields for "User Name", "Password", and "Log on to" (set to "AUC"), and a "Login" button. Below the form are two links: "How to change password - update profile?" and "If you face any problem, please email: support@aucegypt.edu or dial: +20 2 2615 (1200)".

- 2- User has to enter his/her username & password in sign in field.
- 3- After user has logged in he will get the disclaimer agreement as shown below

The screenshot shows a "User Disclaimer" dialog box. The title bar reads "User Disclaimer". The main text states: "By accessing this system, you acknowledge your agreement on AUC policies with regards to IT services and Information Security governing rules. You acknowledge that you have read AUC policies and understands your responsibilities and accountabilities as well as AUC's." It continues: "You acknowledge as well that you are accessing and using the authorized account that is given to you from The American University in Cairo and that you will not do any unlawful activity to this system or other AUC owned and managed systems." A link is provided: <https://www.aucegypt.edu/about/university-policies>. At the bottom left, there is a checkbox labeled "I, Agree". At the bottom right, there are two buttons: "Accept" and "Cancel".

After user check box that he/she agreed the disclaimer he will then get a welcome message box and enforcing him/her to enroll the security questions by him/her self so be able to reset /unlock his/her password. **“If user didn’t enroll the security questions, he/she won’t be able to reset his/her password”**. Welcome box message is shown below

The screenshot shows the 'Self Update' page with a welcome message box. The page header includes 'THE AMERICAN UNIVERSITY IN CAIRO' and '100 YEARS'. The user is logged in as 'AUC.islam1' with links for 'Sign Out' and 'Personalize'. Navigation tabs include 'My Info', 'Change Password', and 'Enrollment'. The 'Self Update' section has a sub-header 'Update your personal information, such as contact details, in this page.' and a user profile icon. A blue welcome box contains the text: 'Welcome! This portal offers you the power of password self-service!' followed by three bullet points: 'Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!', 'Self-service Account Unlock: Unlock the computer, when you are locked out of it.', and 'Self-service Directory Update: Update the changes in contact details yourself! And more..'. At the bottom of the box is a link: 'Enroll now to enjoy these benefits! Click Here'. The form fields are organized into sections: 'General' (Description: 'TEST account belong to Islam Mansour', Office, Web Page), 'Contact' (Home Phone, Pager, Mobile, IP Phone, Fax), and 'Address' (Street, PO Box, City, State, Zip). A red asterisk indicates mandatory fields.

- 4- User has to click “Click Here” link shown in the bottom of the welcome box as shown above.
- 5- User will forward to the self-update page, so he/she could add/change his personal info in Active Directory and then click update. AS shown in below screenshot.

This screenshot shows the 'Self Update' page with an 'Update' button. The page header is identical to the previous screenshot. The 'Self Update' section has the same sub-header and user profile icon. A red asterisk indicates mandatory fields. The form fields are organized into sections: 'General' (Description, Office, Telephone Number, Web Page), 'Contact' (Home Phone, Pager, Mobile, IP Phone, Fax, E-mail), and 'Address' (Street, PO Box, City, State, Zip). At the bottom center of the form is a blue 'Update' button.

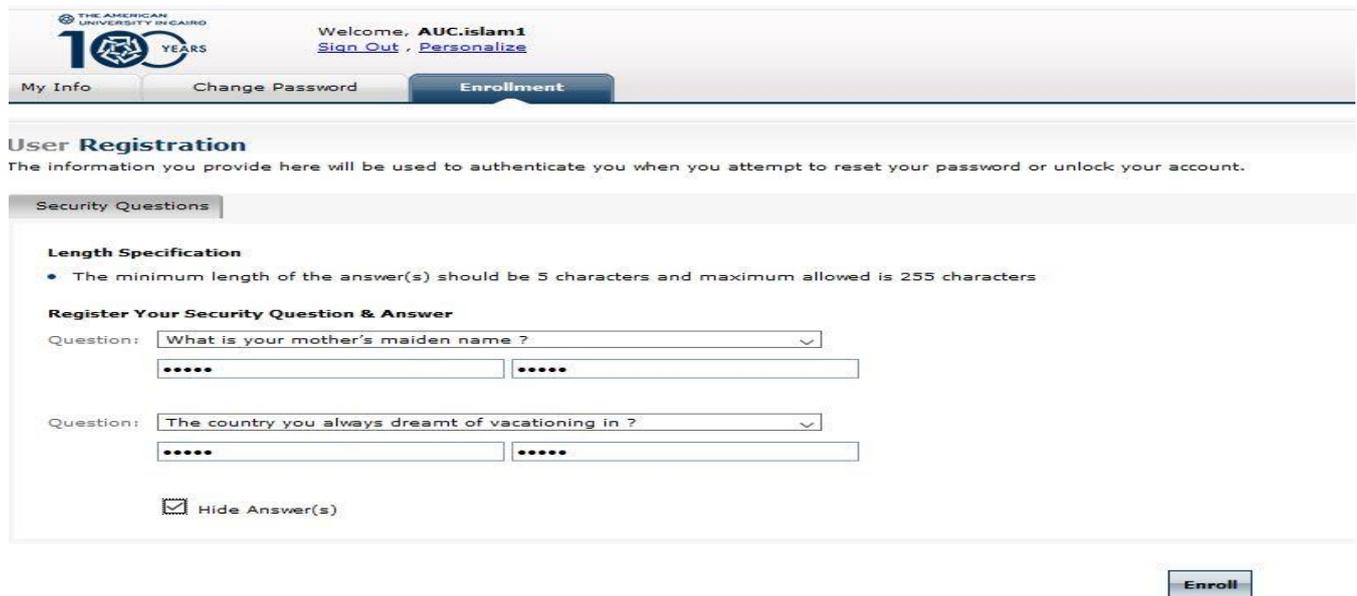
- 6- Then user should go to Enrollment tab to define his/her security questions.

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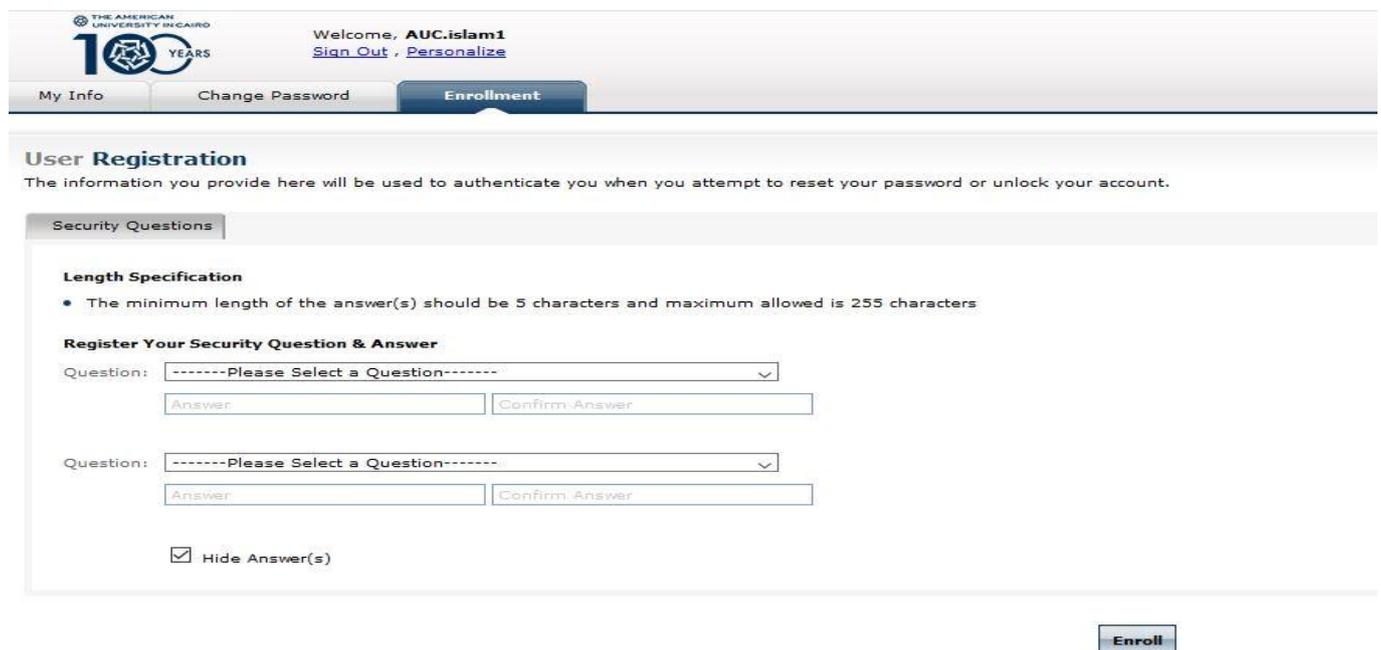
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How user should enroll his/her security question?

1- User should define his/her enrollment security question to be able to reset his/her password. As shown below.



The screenshot shows the user registration interface for AUC Islam1. At the top, there is a navigation bar with 'My Info', 'Change Password', and 'Enrollment' tabs. The 'Enrollment' tab is active. Below the navigation bar, the page title is 'User Registration' and a sub-header states: 'The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.' The main content area is titled 'Security Questions' and includes a 'Length Specification' section with a bullet point: 'The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters'. Underneath, there is a section 'Register Your Security Question & Answer' with two questions. The first question is 'What is your mother's maiden name?' with a dropdown menu and two input fields for the answer. The second question is 'The country you always dreamt of vacationing in?' with a dropdown menu and two input fields. A checkbox labeled 'Hide Answer(s)' is checked. An 'Enroll' button is located at the bottom right of the form.



This screenshot is identical to the one above, showing the 'Security Questions' enrollment page. The 'Enroll' button is highlighted with a red box, indicating the final step in the process.

2- After user defined his /her security questions, he should click Enroll button in the right bottom of the page. As shown below.

How user could reset his/her password?

- 1- First user has to go to Link: <https://aucpwd.aucegypt.edu> he/she will show below screen.



The screenshot shows the website header with the 100th anniversary logo and the text "The American University in Cairo". Below the header, there are two main sections. On the left, under "Update Profile - Change Password", there are three options: "Self Update" (Update your contact information), "Change Password" (Change your password using current password), and "Reset Password" (Reset your forgotten password). Below these is "Unlock Account" (Unlock your locked out account). On the right, there is a "Sign in" form with fields for "User Name", "Password", and "Log on to:" (set to "AUC"), and a "Login" button. Below the form are two links: "How to change password - update profile?" and "If you face any problem, please email: support@aucegypt.edu or dial: +20 2 2615 (1200)".

- 2- User will go to reset password in the left middle of the page as shown above.
- 3- User will get the below page to enter his/her account in "Domain User Name" field and to enter to security code below and hit continue.



The screenshot shows a "Reset Your Password" form. At the top, there is a blue header with a key icon and the text "Reset Your Password" and "Please provide your user name and domain name." Below this, there are two input fields: "Domain User Name" (with an example "Jsmith") and "Domain Name" (set to "AUC"). Below these fields is a CAPTCHA section with the text "Type the characters you see in the picture below." and a box containing the characters "i6q64c". Below the CAPTCHA is a checkbox labeled "Letters are not case-sensitive". At the bottom of the form are "Continue" and "Cancel" buttons.

Reset Your Password
Please provide your user name and domain name.

Domain User Name (Example : Jsmith)
Domain Name

Type the characters you see in the picture below.



- 4- User will be asked to provide security questions he/she was defined and to enter to security code below and hit continue as shown in below screen.



Time left for this operation : 04:50

Security Questions
Please answer the following question(s) as per your enrollment profile to reset your password

Answer the below question(s)

Question: What is your mother's maiden name ?
Answer:

Question: The country you always dreamt of vacationing in ?
Answer:

Type the characters you see in the picture below.



Letters are not case-sensitive

Security Questions

Please answer the following question(s) as per your enrollment profile to reset your password

Answer the below question(s)

Question: What is your mother's maiden name ?
Answer:

Question: The country you always dreamt of vacationing in ?
Answer:

Type the characters you see in the picture below.



5- After That user will be promoted to enter his/her new password and enter the security code and click reset password. As shown below.

Reset Password

Please enter a new password in the boxes below:

Domain Password Policy Requirements

- The minimum password age is 0
- The maximum password age is 0
- The minimum password length is 8
- No. of Passwords Remembered is 3
- The password complexity property is Disabled

Reset Password

New Password :

Confirm New Password :

Type the characters you see in the picture below.



Letters are not case-sensitive

Reset Password
Please enter a new password in the boxes below:

Domain Password Policy Requirements

- The minimum password age is 0
- The maximum password age is 0
- The minimum password length is 8
- No. of Passwords Remembered is 3
- The password complexity property is Disabled

Reset Password

New Password :

Confirm New Password :

Type the characters you see in the picture below.



6- When user click Reset password and the password accepted he/she will get that password has been changed successfully.

7- User will receive an acknowledge SMS & email that his/her password has been changed successfully

✔ Your password has been changed successfully.

Click on [My Info](#) to edit your own details.