

St. Clair ONE Password Management Portal Manage Password


With St. Clair One Password Management Portal, staff and students can manage their passwords on their own, no need to call the Help Desk!

Offered in the portal is change (manage) password, forgot password, passcode (code given via the helpdesk) and set up/modify personal security questions. The features of this new system will not be activated until you have setup your personal security challenge questions by going to the St. Clair ONE Password Management Portal.

The St. Clair ONE Password Management Portal can be found at <https://myone.stclaircollege.ca/pmuser>

We will walk you through the initial Security Question setup and Password Reset.

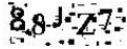
1. Enter your username in the space provided. Your username is your St. Clair College supplied email address.



Enter Your User Name

Enter your user name:

Enter the characters you see on the picture.



[Get new image](#)

2. Enter the captcha.
3. Click OK.

4. To reset all your passwords, click on [Manage My Passwords](#).

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SUN SHINE Log out English ?

Home

Welcome, SUN SHINE. If you are not SUN SHINE, [click here](#).
Configure your Questions and Answers profile and manage your passwords by using the tasks below.

- My Questions and Answers Profile**
Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.
- Forgot My Password**
Set your new password by answering a series of private questions.
- Manage My Passwords**
If you know your current password, you can securely change all your passwords.
- My Notifications**
Select events that you want to be notified about, such as when your password is changed or your account is unlocked.

+ Disabled Tasks

5. Enter your current password.

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My Questions and Answers Profile (SUN SHINE)

To proceed, enter your password.

Password:

Next Cancel

6. Click Next.

7. Then you will be prompted to enter a new password.

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Manage My Passwords (SUN SHINE)

Enter new password.

Your new password must comply with the password policy:

- The password must meet the length rule requirements. The password must contain at least: 8 characters. The password must contain no more than: 16 characters.
- The password must meet the complexity rule requirements:
 - Not contain all or part of the user's account name
 - Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numerals (0 through 9)
 - Non-alphabetic characters (such as !, \$, #, %)
- The password must contain: 1 lowercase characters, 1 uppercase characters, 1 alphabetic characters, 0 unique characters, at least 1 digits, digits in positions: 0, 0 ending digits, at least 0 special characters, special characters in positions: 0, 0 ending special characters. The check is not case sensitive.
- The password must meet the password history requirements of the system. The number of passwords to store: 24.
- The password must meet the password maximum age requirements of the system. Maximum password age: 89.

New password:

Confirm new password:

Next Cancel

8. Click Next.

9. You will see your Password has been changed in St. Clair One Identity Manager

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Manage My Passwords (SUN SHINE)

Your password was successfully changed

[Go to home page](#)

Details

- Your password was successfully changed.
- Password was successfully changed in the following systems: Dell One Identity Manager
- Notification was sent to your email.