

St. Clair ONE Password Management Portal Security Questions, Password Reset, Password Sync

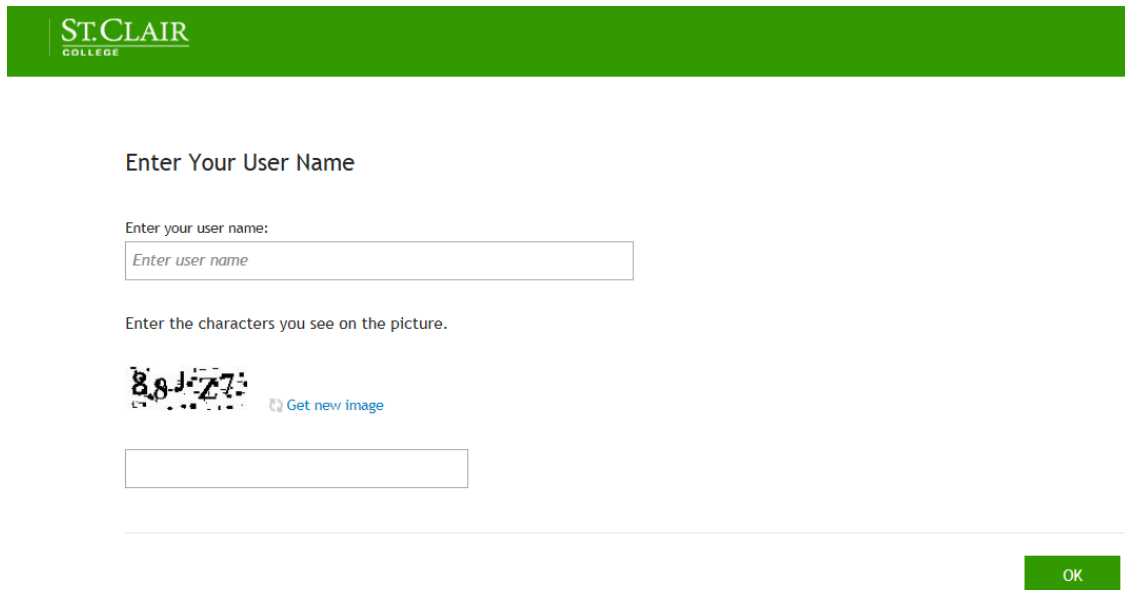
With St. Clair One Password Management Portal, staff and students can manage their passwords on their own, no need to call the Help Desk!

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



The screenshot shows the top of the portal with the St. Clair College logo. Below the logo is the heading "Enter Your User Name". There is a text input field labeled "Enter your user name:" with the placeholder text "Enter user name". Below this is a captcha section with the instruction "Enter the characters you see on the picture." and a distorted image of the characters "88JZ77". A "Get new image" link is next to the image. Below the captcha is another empty text input field. At the bottom right of the form area is a green "OK" button.

2. Enter the captcha
3. Click OK
4. On first time use you will be prompted to configure your personal security Questions and Answers Profile. Click on the blue words to continue. In this example we will use Sun Shine as the user.



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.

My Questions and Answers Profile (SUN SHINE)

To proceed, enter your password.

Password:

Next

Cancel

5. Enter your current password.
6. You will now be prompted to create 3 of your own questions and answers and answer 3 pre-defined questions that the Help Desk operators can view and request answers when you call for assistance.

My Questions and Answers Profile (SUN SHINE)

Provide answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to reset your forgotten password and unlock your account.

☛ Your answers must comply with the policy requirements.

- The minimum length of an answer must be 1 characters.
- The minimum length of a user-defined question must be 1 characters.
- All answers must be unique.
- The answer must not contain the corresponding question.

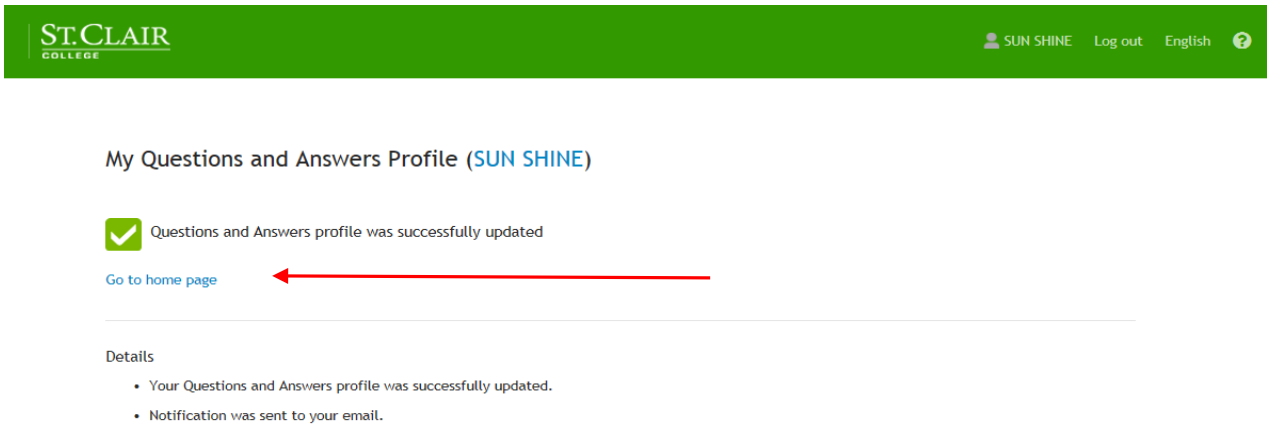
Language of questions and answers: English (United States)

Create your own question:

Answer:

Confirm answer:

7. On completion you will receive an update notification sent to your email address. Click on the [Go to home page](#) to change your password.



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SUN SHINE Log out English ?

My Questions and Answers Profile (SUN SHINE)

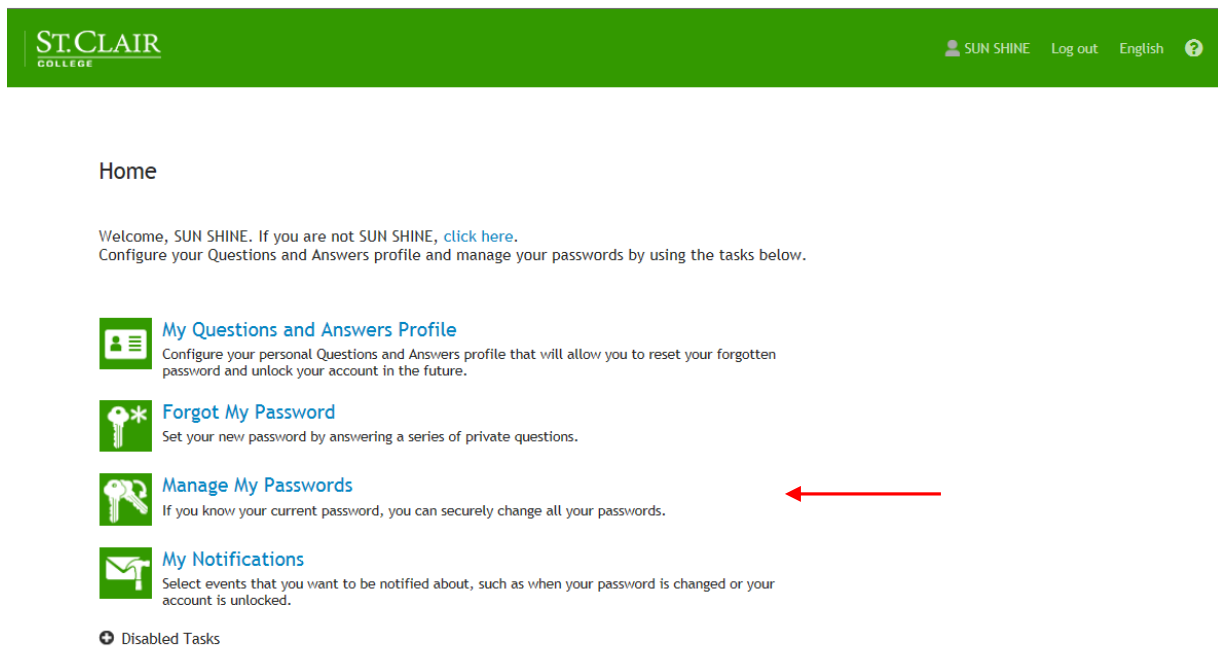
Questions and Answers profile was successfully updated

[Go to home page](#) ←

Details

- Your Questions and Answers profile was successfully updated.
- Notification was sent to your email.

8. To synchronize 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

9. You will be prompted to enter your current password.

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

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SUN SHINE Log out English ?

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](#)

11. Click Next. You will see your Password has been changed in St. Clair One Identity Manager - which will sync with your other accounts.

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SUN SHINE Log out English ?

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.