

Using Password Manager

Contents



Using Password Manager - An Introduction 2



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.

..... 3



Forgot My Password

Set your new password by answering a series of private questions.

.....5



Manage My Passwords

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

.....7



My Notifications

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

..... 9



I Have a Passcode

If you have not registered with Password Manager and have forgotten your password, click here to create your Questions and Answers profile using the passcode.

.....10



Using Password Manager - An Introduction

[Return to top](#)

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:

The screenshot shows the Anglia Ruskin University Password Manager login interface. At the top, there is a purple header with the university name and logo, and a language selector set to 'English'. Below the header, the text reads 'Enter Your Short Username (for example, abc123):'. There is a text input field for the username. Below that, it says 'Enter the characters you see on the picture.' followed by a CAPTCHA image showing the characters 'KNJ2EE' and a 'Get new image' link. There is another text input field for the CAPTCHA. At the bottom right, there is a purple 'OK' button.

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.



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.

[Return to top](#)

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:

Anglia Ruskin University
Password Manager

guest, che (Student) | Log out | English | ? | Anglia Ruskin University

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

To proceed, enter your password.

Password:

Next Cancel

Please enter your password. Click 'Next' to see the following screen, as overleaf:

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

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.
 - All answers must be unique.
 - The answer must not contain the corresponding question.

Language of questions and answers: English (United Kingdom)

Select a question:
What is your mother's maiden name?
< Select your question >
What is the first name of the person you first kissed?
What is the last name of your favourite teacher?
What is your grandfather's first name?
Where is the town of your birth?
What is your father's first name?
What is your mother's maiden name?

Select a question:
What is your father's first name?

Answer:

Confirm answer:

Select a question:
Where is the town of your birth?

Answer:


Confirm answer:

[Next](#) [Cancel](#)

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:

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

 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.
- Notification was sent to your email.

[Return to top](#)



Forgot My Password

Set your new password by answering a series of private questions.

[Return to top](#)

Use this option if you have forgotten your password. Click this option to see the following screen:

Anglia Ruskin University
Password Manager

guest, che (Student) | Log out | English

Forgot My Password (guest, che (Student))

English (United States) (select language)

If you are experiencing any problems with this site, please contact the Student Helpdesk on :

Web: libanswers.anglia.ac.uk
Internal : 6600
External : 01245 688600
International : +44 1245 688600

To be able to use Password Manager, you must agree that Password Manager will store your personal information.

I agree

Next Cancel

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

Anglia Ruskin University
Password Manager

guest, che (Student) | Log out | English

Forgot My Password (guest, che (Student))

Enter the characters you see on the picture.

CQLT9 [Get new image](#)

cqlt9

Next Cancel

Please enter the character code (not case sensitive) and click 'Next' to see the screen overleaf:

Forgot My Password (guest, che (Student))

To continue, answer the following questions.

Question: **Where is the town of your birth?**

Answer:

Question: **What is your father's first name?**

Answer:

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

Answer:

Please provide the answers to your security questions which you previously set up. Click 'Next' to see the following screen:

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 to store: 13.
- The password must meet the password maximum age requirements of the system. Maximum password age: 420.

New password:


Confirm new password:

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!

Forgot My Password (guest, che (Student))

 Your password was successfully reset

[Go to home page](#)

Details

- Your password was successfully reset.

Failure!

 **Failed to reset your password.**
The password must meet the password length requirements of the system. The minimum password length: 6.

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 to 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:

Next

Cancel

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

[Return to top](#)



Manage My Passwords

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

[Return to top](#)

Click this option to change your password if your current password is known, you will see the following screen:

Manage My Passwords (guest, che (Student))

Enter the characters you see on the picture.

PG242 [Get new image](#)

Enter the character code and click 'Next' to see the screen (note that this is not case sensitive):

Manage My Passwords (guest, che (Student))

To proceed, enter your password.

Password:

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

Manage My Passwords (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 to store: 13.
- The password must meet the password maximum age requirements of the system. Maximum password age: 420.

New password:

Confirm new password:

[Return to top](#)



My Notifications

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

[Return to top](#)

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

Anglia Ruskin University
Password Manager

guest, che (Student) | Log out | English | Anglia Ruskin University

My Notifications (guest, che (Student))

To proceed, enter your password.

Password:

[Next](#) [Cancel](#)

Anglia Ruskin University
Password Manager

guest, che (Student) | Log out | English | Anglia Ruskin University

My Notifications (guest, che (Student))

Configure Password Manager to send you email notifications when the events listed below occur.

Notify me, if the following actions succeed:

- My Questions and Answers profile is updated
- My password is reset
- My password is changed
- My account is unlocked
- My notifications settings are updated
- Passcode is used


Notify me, if the following actions fail:

- My Questions and Answers profile is updated
- My password is reset
- My password is changed
- My account is unlocked
- My notifications settings are updated
- Passcode is used

[Next](#) [Cancel](#)

Tick the relevant options and click 'Next' to see a confirmation screen (overleaf):

My Notifications (guest, che (Student))

 The notifications settings have been successfully changed

[Go to home page](#)

Details

- Notification settings were changed.

[Return to top](#)



I Have a Passcode

If you have not registered with Password Manager and have forgotten your password, click here to create your Questions and Answers profile using the passcode.

[Return to top](#)

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

I Have a Passcode (guest, che (Student))

Contact your help desk to obtain a passcode. To proceed, enter the passcode in the text box below.

Passcode:

[Next](#) [Cancel](#)

Enter the passcode given and click 'Next' to see the following screen (overleaf):

I Have a Passcode (guest, che (Student))

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.
- All answers must be unique.
- The answer must not contain the corresponding question.

Language of questions and answers: English (United Kingdom)

Select a question:

What is your mother's maiden name?

< Select your question >

What is the first name of the person you first kissed?

What is the last name of your favourite teacher?

What is your grandfather's first name?

Where is the town of your birth?

What is your father's first name?

What is your mother's maiden name?

Select a question:

What is your father's first name?

Answer:

Confirm answer:

Select a question:

Where is the town of your birth?

Answer:

Confirm answer:

Next

Cancel

Choose your 3 favourite questions and provide your answers in the boxes provided. Click 'Next' to see the screen as shown here:

I Have a Passcode (guest, che (Student))



The passcode was successfully used.

[Go to home page](#)

Details

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

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'.

[Return to top](#)