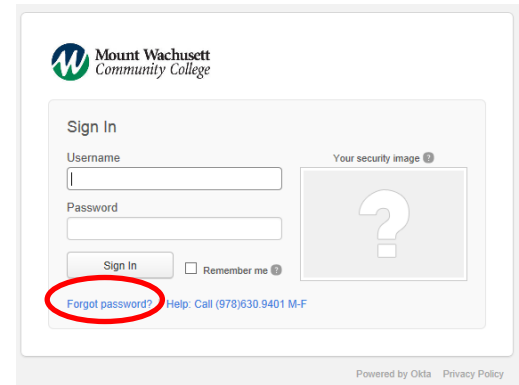


How to enroll in Self Service Password Manager

Enrolling in the MWCC Self Service Password Manager (SSPM) will allow you to perform future password resets without contacting support.

Step 1:

In order to enroll in the Self Service Password Manager, you must first log into iConnect and click on the Office 365 icon, or go to <https://mwcc.okta.com/>. This will take you to the MWCC Office 365 login page. From there, click on the Forgot Password link.



Welcome to MWCC'S self service password manager (SSPM).

This tool will help MWCC employees' reset their password in case their account becomes locked or the account requires a password reset.

MWCC employees are required to enroll in SSPM prior to resetting their passwords.

If you need further instruction, job aids are available in the Office 365 course on Blackboard @ iConnect.mwcc.edu.



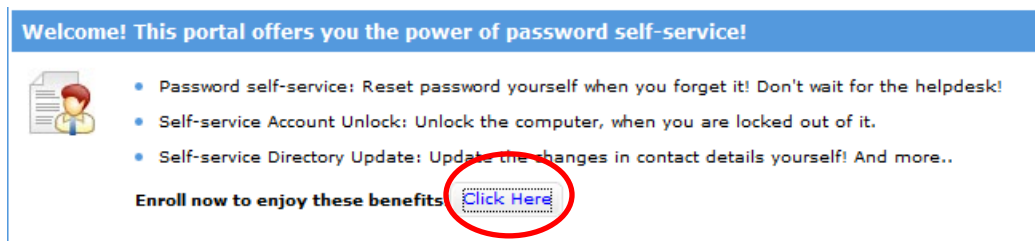
Step 2:

You should now be at the Self Service Password Manager page. Log in with the same username and password you use to access your faculty/staff email or to log into the on-campus computers.

If you're on a mobile device, click on the enroll button, then login and skip step 3.

Step 3:

A pop-up box should appear welcoming you. Click on the Click Here button where it says, "Enroll now to enjoy these benefits!" to continue.



Step 4:

Select two security questions, type in an answer for each, and type in the answers again in the confirm answer fields. You can then click the Enroll button below the security questions to complete your enrollment. You should then be redirected to a page with a green box indicating you have successfully registered. If not, please make any corrections as indicated on the page and click the Enroll button again.

Now that you have enrolled in the Self Service Password Manager, clicking the Forgot Password link on the MWCC Office 365 login page, followed by the Reset Password Link will allow you to reset your password.