

MIM Self Service Password Registration

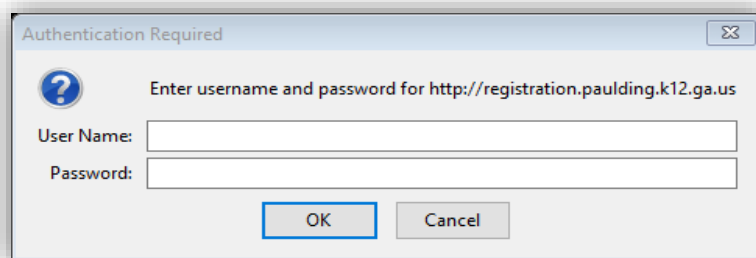
Technology Services is excited to introduce a new service for the Paulding County School District. Microsoft Identity Manager (MIM) is a Microsoft product that allows users to register to have their passwords reset. In the past, users who forgot their password had to submit a work order to have passwords reset. In our new environment, all users will be able to easily reset their passwords.

Note: The entire process must be completed within 15 minutes or the registration process will timeout. You must also be on a PCSD computer to register. After you finish registration you will be able to reset your password from anywhere.

Step 1

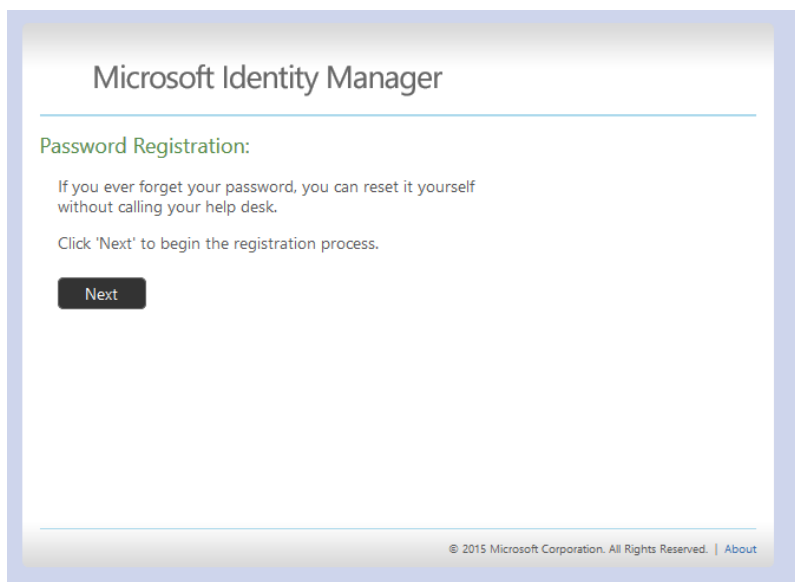
Click on the link below and a popup will appear. Enter in your current username and password.

registration.paulding.k12.ga.us



Step 2

Click the next button to start the process.



Step 3

Enter in your current network password and click next.

The screenshot shows the Microsoft Identity Manager interface for password registration. The title is "Microsoft Identity Manager". Below the title, it says "Password Registration: Your Current Password". The instructions are: "Enter your current password below, then click 'Next'. (logged in as:)". There is a text input field labeled "Password:". At the bottom, there are two buttons: "Next" and "Cancel".

Step 4

Answer all 3 security questions and click on next.

The screenshot shows the Microsoft Identity Manager interface for registering security questions. The title is "Microsoft Identity Manager". Below the title, it says "Password Registration: Register Your Answers". The instructions are: "You must answer at least 3 questions to register. Each answer must contain at least four characters, and no two answers may be the same." There are three text input fields labeled "Question 1", "Question 2", and "Question 3". At the bottom, there are two buttons: "Next" and "Cancel". A small note at the bottom says: "The responses you provide are stored by your organization in Forefront Identity Manager."

After clicking next, you should receive and confirmation page similar to the one below.

The screenshot shows the Microsoft Identity Manager interface for the completion of registration. The title is "Microsoft Identity Manager". Below the title, it says "Completed: You are now registered". There is a green checkmark icon. The text says: "If you ever need to reset your password:". Below this, there is a numbered list: "1. Go to the reset password portal", "2. Verify your identity", "3. Choose your new password".