
eFinance Password Recovery

Outlines Self
Registration Site, and
Password Change
Reset Process

Educational Service Unit #3

Section 1:

Self-registration

Section 2:

Password Change

Password Reset

Section 3:

Expiration

OVERVIEW:

the purpose of this document is to prepare each user and accounts for Password expiration, Step One is to complete the Self Registration and Step 2, the Password Reset. Once this completed for the District will enable Password expiration at 180 Days.

This document outlines the process to “define” critical information to allow Password reset/Recovery and be notified.

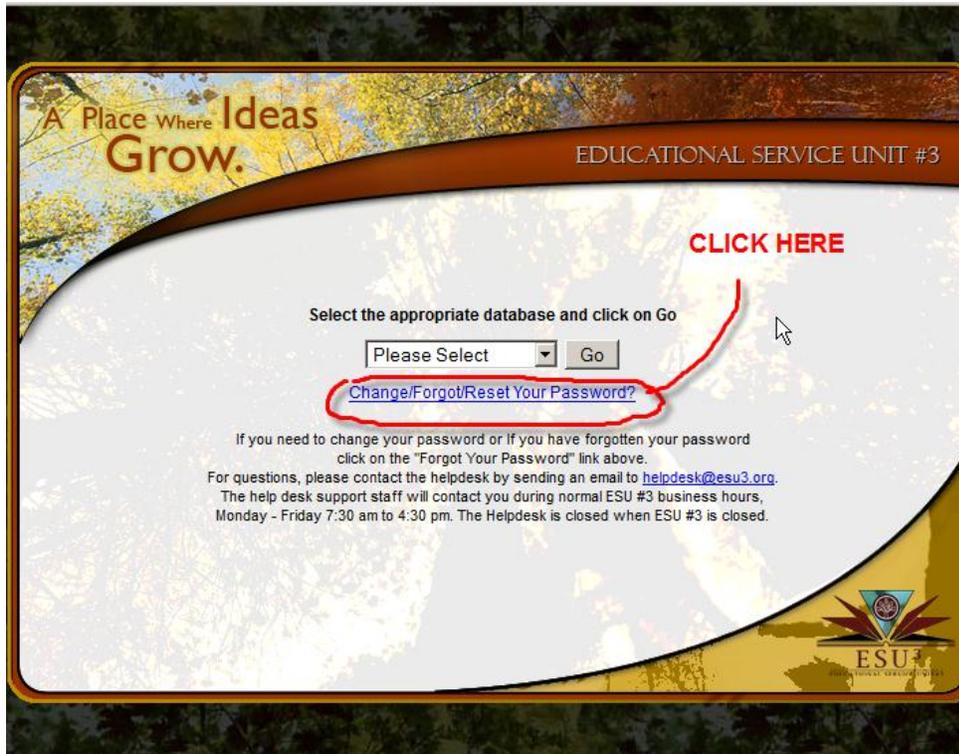
Any questions please contact the ESU#3 helpdesk, helpdesk@esu3.org

Section 1:

SELF REGISTRATION:

Step 1, requires the user to Login to the ADSS Portal, which is available via the “Reset/Forgot Link”

On <https://efinance.esu3.org>



You will be redirected to the Password Reset Portal. Shown below:

The user will login with the “existing” eFinance, username and password to the portal

Please insure you have an email address on the “My Info” page, if you do not please enter one. As this email will be used to send you notification of the impending password expiration.

Educational Service Unit 3 Password Reset



Set or Reset your Password :

Reset Password
Reset your forgotten password

Change Password
Change your password using current password

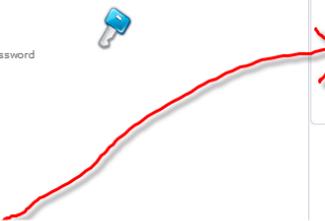


Sign in

User Name: frodo.baggins

Password: *****

Log on to: EFINANCE



LOG into the AD Self Service System with existing Password and Enroll.

Begin by verified your password:

ManageEngine ADSelfService Plus Sign Out

Welcome, frodo.baggins

Search Employee

My Info Change Password Enrollment

Self Update

Update your personal information, such as contact details, in this page.

Mobile Access Help

General * Mandatory

Description: Telephone Number: E-mail: frodo@bagends.home

Web Page: Office:

Contact

Home Phone: Fax: IP Phone:

Pager: Mobile: pigeon

Address

Street: State: MiddleEarth

PO Box: Zip:

City: theShire

https://aunsoft.com/secure.htm

Update your email address. This INSURES, you will be notified when your password is about to expire, this is the only reason.



ManageEngine
ADSelfService Plus
Welcome, frodo.baggins
Sign Out
Search Employee

My Info Change Password Enrollment

Self Update

Update your personal information, such as contact details, in this page.

Mobile Access Help

Successfully updated the user properties. ✖



General * Mandatory

Description :

Telephone Number :

Web Page :

Office :

E-mail :

Contact

Home Phone :

Fax :

Pager :

IP Phone :

* Mobile :

Address

Street :

State :

PO Box :

Zip :

City :

Clicked Update will display
"Green Banner Shown"

ManageEngine
ADSelfService Plus
Welcome, frodo.baggins
Sign Out
Search Employee

My Info Change Password Enrollment

Self Update

Update your personal information, such as contact details, in this page.

Mobile Access Help



General * Mandatory

Description :

Telephone Number :

Web Page :

Office :

E-mail :

Contact

Home Phone :

Fax :

Pager :

IP Phone :

* Mobile :

Address

Street :

State :

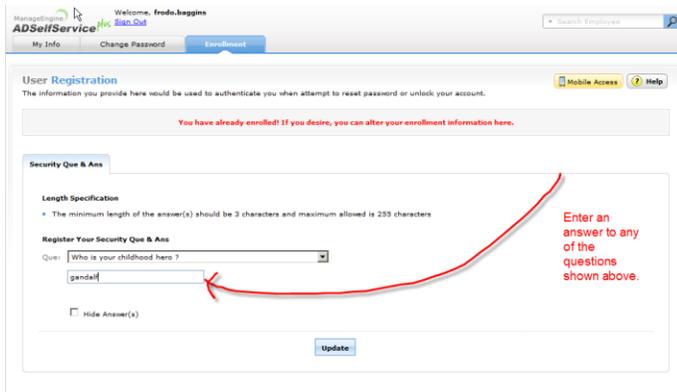
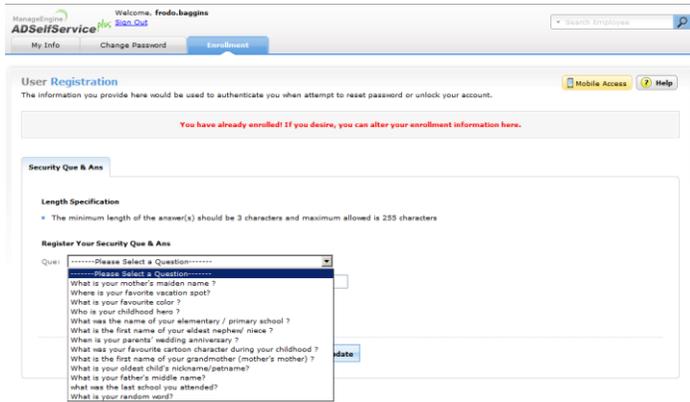
PO Box :

Zip :

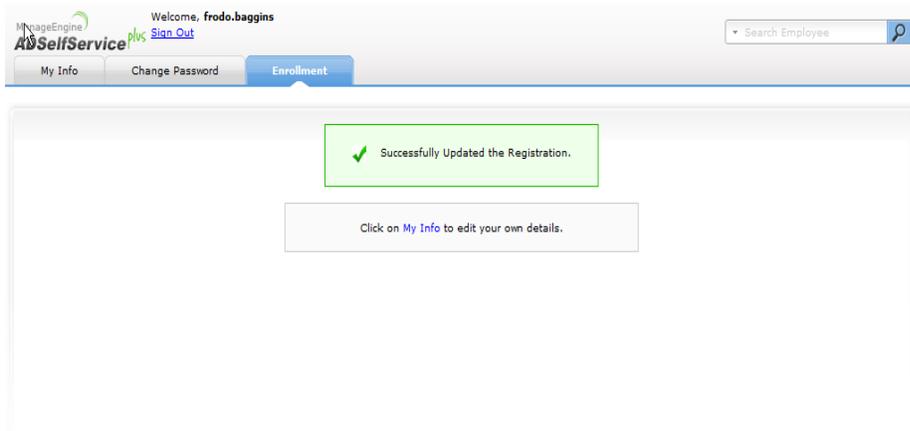
City :

click on the Enrollment Tab

In the screen below the user can select one or more of the selectable items to answer.



Once you click on "Update", your "answer" is saved, and you can "Now" log out. And begin the reset process.

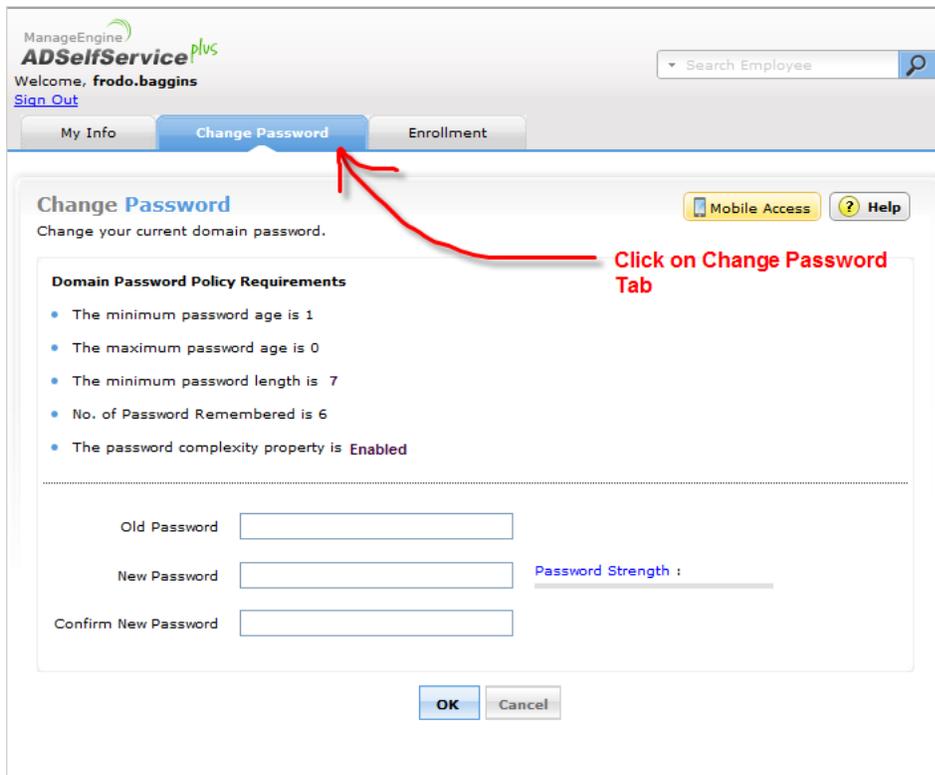


Section 2:

PASSWORD CHANGE:

While in the AD Self Service Portal you can “Change” your password.

Click ON Change Password TAB:



The screenshot shows the ManageEngine ADSelfService Plus interface. The user is logged in as frodo.baggins. The 'Change Password' tab is highlighted in blue, and a red arrow points to it with the text 'Click on Change Password Tab'. The page displays the 'Change Password' form with the following elements:

- Header: ManageEngine ADSelfService plus, Welcome, frodo.baggins, Sign Out, Search Employee
- Navigation: My Info, Change Password (selected), Enrollment
- Form Title: Change Password
- Buttons: Mobile Access, Help
- Section: Domain Password Policy Requirements
 - The minimum password age is 1
 - The maximum password age is 0
 - The minimum password length is 7
 - No. of Password Remembered is 6
 - The password complexity property is Enabled
- Form Fields: Old Password, New Password, Confirm New Password
- Progress Indicator: Password Strength : [Progress Bar]
- Buttons: OK, Cancel

Your Password must meet following criteria:

1. Must be a minimum of seven (7) characters
2. Must contain three (3) of the following four categories:
 - a. English uppercase characters (A-Z)
 - b. English lowercase characters (a-z)
 - c. Number (0-9)
 - d. Non-alpha-numeric characters (*,\$,%)
3. Password history is retained.
4. You cannot re-use a password
 - a. An example of a valid password is 1C@t2k0l.
 - b. This password uses all four characteristics.
 - c. Please do not use obvious passwords like Husker1, your name1, etc

ManageEngine
ADSelfService plus
Welcome, **frodo.baggins**
[Sign Out](#)

Search Employee

My Info **Change Password** Enrollment

Change Password

Change your current domain password.

[Mobile Access](#) [Help](#)

Domain Password Policy Requirements

- The minimum password age is 1
- The maximum password age is 0
- The minimum password length is 7
- No. of Password Remembered is 6
- The password complexity property is **Enabled**

Old Password

New Password Password Strength : **Good**

Confirm New Password

If you entered New Password Correctly you will see the screen below and be able to login to eFinance with the new Password.

Your password will be good for 180 days after each Password Change. At Day 173 of Password's life you will begin receiving email reminding you to "Change" your Password, it is as simple as following the above process to reset the password again.

My Info

Change Password

Enrollment



Your password has been changed successfully.

Click on [My Info](#) to edit your own details.

PASSWORD RESET:

Reset is for when you do not remember your password..

On the “Landing Page” <https://efinance.esu3.org> you will see “Change/Forgot/Reset Your Password? “

You will click that link.



The screen below will appear you will “reset Password”

Educational Service Unit 3 Password Reset



Set or reset your Password :

Reset Password
Reset your forgotten password

Change Password
Change your password using current password

Click Here

Sign in

User Name:

Password:

Log on to: EFINANCE

Login

Type in your “eFinance” login ID:

ManageEngine
ADSelfService Plus

Reset Your Password
Please provide your user name and domain name.

eFinance Username

Domain User Name: (Example : Jemith)

Domain Name:

Continue **Cancel**

You will need to know the Random word you received in “training” or obtain it from ESU.

If you defined your own “question” you could be prompted for this instead.

Security Questions
Please answer the following question(s) as per your enrollment profile to reset your password

Answer the below question(s)

Que: Where is your favorite vacation spot?

Ans:

Type the characters you see in the picture below.

Letters are not case-sensitive

Continue **Cancel**

Following the correct “Password Format”

5. Must be a minimum of seven (7) characters
6. Must contain three (3) of the following four categories:
 - a. English uppercase characters (A-Z)
 - b. English lowercase characters (a-z)
 - c. Number (0-9)
 - d. Non-alpha-numeric characters (*,\$,%)
7. Password history is retained.
8. You cannot re-use a password
 - a. An example of a valid password is 1C@t2k0l.
 - b. This password uses all four characteristics.
 - c. Please do not use obvious passwords like Husker1, your name1, etc

Reset Password
Please enter a new password in the boxes below:

Domain Password Policy Requirements

- The minimum password age is 1
- The maximum password age is 0
- The minimum password length is 7
- No. of Password Remembered is 6
- The password complexity property is enabled

Reset Password

New Password :

Confirm New Password :

Password Strength : _____

Type the characters you see in the picture below.

gs5nm8

Letters are not case-sensitive

Reset Password Cancel

time left for this operation : 04:11:0

ManageEngine
ADSelfService plus

Mobile Access Help

✓ The password reset has been done successfully. Proceed with your normal operations. [\[Back to home\]](#)

FINISHED!!
you can now launch and login into to eFinance as normal

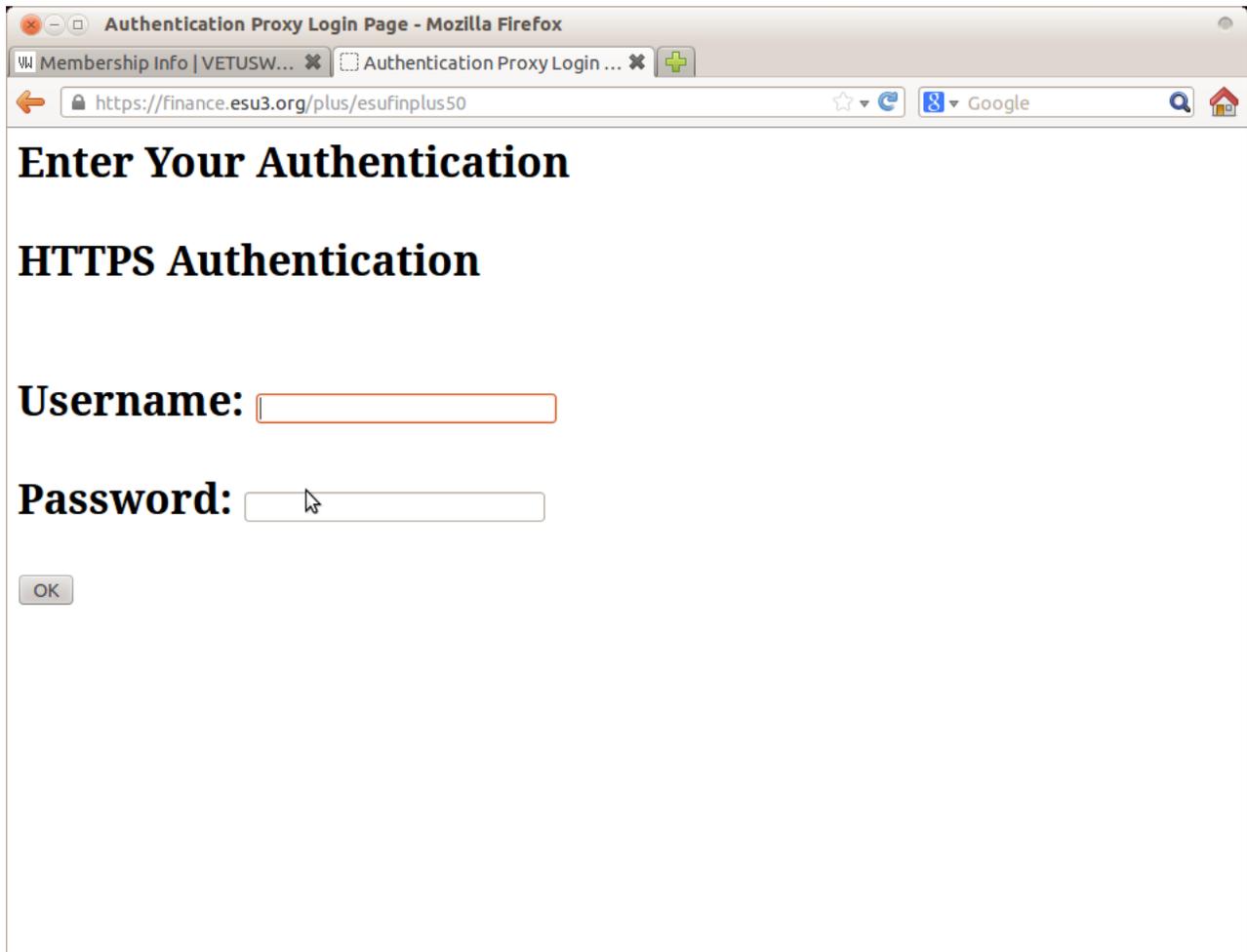
Close the password change screen and return to the Landing Page:

<https://efinance.esu3.org>

EXPIRATION:

After 180 days, user passwords will expire, For each of 7 Days prior to the expiration, IF the user does not reset their password the user will be informed via the email address entered in the Self Service System that their password will expire in # no of days. On expiration day the user will no longer receive and email, also they if they attempt to login to eFinance, they will get a message indicating authentication failure. In order to proceed they WILL at this point need to reset the password per the instructions shown below, which is a reiteration of information in Section 2 of this document.

At this point you will need to reset your eFinance Password.



Authentication Proxy Login Page - Mozilla Firefox

Membership Info | VETUSW... Authentication Proxy Login ...

https://finance.esu3.org/plus/esu3plus50

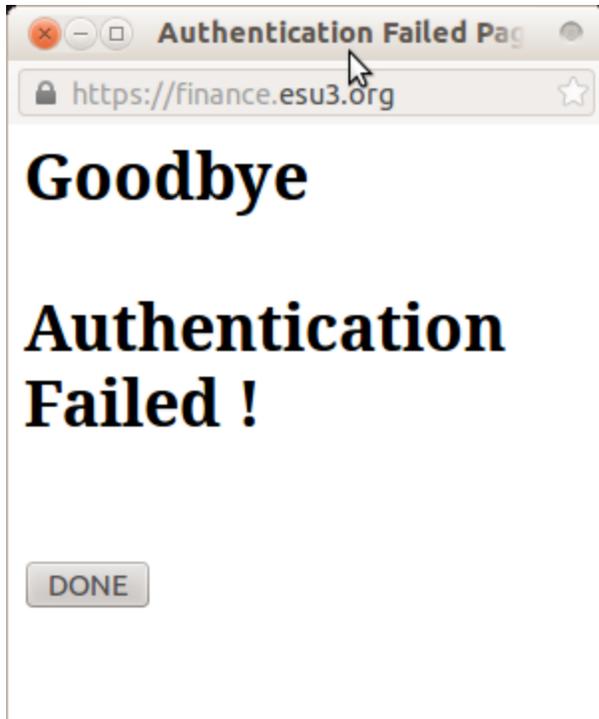
Enter Your Authentication

HTTPS Authentication

Username:

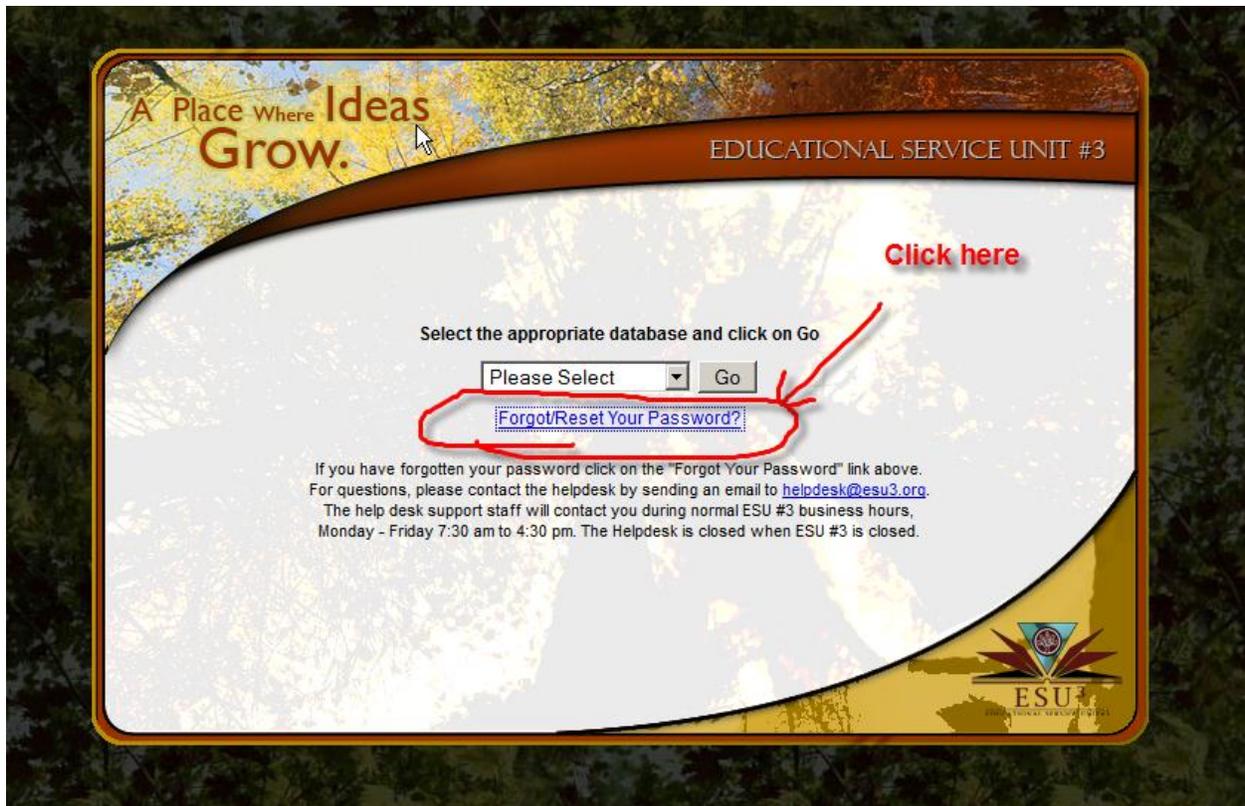
Password:

OK



On the "Landing Page" <https://efinance.esu3.org> you will see "Forgot/Reset Your Password? "

You will click that link.



The screen below will appear you will “reset Password”

**Educational Service Unit 3
Password Reset**

Set or Reset your Password :

Reset Password
Reset your forgotten password

Change Password
Change your password using current password

Sign in

User Name:

Password:

Log on to: EFINANCE

Type in your “eFinance” login ID:

Reset Your Password
Please provide your user name and domain name.

eFinance Username

Domain User Name: frodo.baggins (Example : Jamith)

Domain Name: EFINANCE

You will need to know the Random word you received in “training” or obtain it from ESU.

If you defined your own “question” you could be prompted for this instead.

Security Questions
Please answer the following question(s) as per your enrollment profile to reset your password

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Letters are not case-sensitive

Following the correct "Password Format"

1. Must be a minimum of seven (7) characters
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4. You cannot re-use a password
 - a. An example of a valid password is 1C@t2k0l.
 - b. This password uses all four characteristics.
 - c. Please do not use obvious passwords like Husker1, your name1, etc

Reset Password
Please enter a new password in the boxes below:

time left for this operation : 03:10

Domain Password Policy Requirements

- The minimum password age is 1
- The maximum password age is 0
- The minimum password length is 7
- No. of Password Remembered is 6
- The password complexity property is enabled

Reset Password

New Password :

Confirm New Password :

Password Strength : _____

Type the characters you see in the picture below.



Letters are not case-sensitive

*new password must be 3 of 4
1. Alpha Numeric, Upper Lower Case,
special characters*

✓ The password reset has been done successfully. Proceed with your normal operations. [\[Back to home\]](#)

FINISHED!!
you can now launch and login into to eFinance
as normal

Close the password change screen and return to the Landing Page:

<https://efinance.esu3.org>