Using Password Manager

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Our Password manager service provides a mechanism whereby you can change your password.

This website can be found at the following link: <u>www.anglia.ac.uk/mypassword</u>

The first screen you will see will be the following one:

Anglia Ruskin University Password Manager	English 🛛 🥥	Anglia Ruskin University
Enter Your Short Username (for example, abc123):		
Enter your Short Username (for example, abc123):		
KNJ ² EE to Get new image		
		ОК

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'.

<u>Return to top</u> 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	2 guest, che (Student) Log out E	nglish 👔 👔	Anglia Ruskin University
My Questions and Answers Profile (guest, che	(Student))		
To proceed, enter your password.			
Password:			
<u>-</u>		Next	Cancel

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

y Questions and Answers Profile (guest, che (Student)) wide answers to these questions and mate sure you remember your answers, because the questions will be used later to allow you to ter your dropoten pessword and unlock your account. Your answers must comply with the policy requirements. A maining ingth of an arawier must be 1 cherschers. The maining mission contain the corresponding question. Targe self and account the person you first kissed? What is the policy randiture's first name? What is the prior parts and the mark? Profile (guest number) Seed: a question: What is your father's first name? What is bound to your brith? What is bound there's first name? What is bound there's first name? What is the policy number's mater and the mark? Seed: a question: What is bound of your brith? What is bound of your brith? Marke: Confirm answer:	Anglia Ruskin University Password Manager	1 guest, che (Ətudent)	Log out	English	0	Angla Rask
builde answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to explore the provide an answer must be unable to a financiars.	ly Questions and Answers Profile (guest, cl	he (Student))				
You answers must comply with the policy requirements.	ovide answers to these questions and make sure you rememb set your forgotten passward and unlock your account.	ber your answers, because th	e questions	will be used	d later to	allow you to
The minimum length of an answer must be 1 characters. All answers must be undque: The answer must not contain the corresponding question.	Your answers must comply with the policy requirements.					
nguage of questions and answers: English (United Kingdom) Seect a question: What is your mother's malden name? Vhat is the first name of the person you first kissed? What is the first name of your favourite teacher? What is the town of your birth? What is your rather's first name? Must is your rather's first name? Must is your rather's first name? Answer: Controm snaver: Controm snaver: Controm snaver: Controm snaver: Controm snaver: Co	The minimum length of an answer must be 1 characters. Al answers must be unique. The answer must not contain the corresponding question.					
Select a question: Yhait is your mother's malden name? Select a question: What is your grandfather's first name? What is your rather's first name? Select a question: What is your father's first name? Confirm answe: Select a question: Where is the town of your birth? What is your father's first name? Answe: Select a question: Where is the town of your birth? What is your father's first name? Answe: Select a question: Where is the town of your birth? Where is the town of your birth? Answe: Select a question: Where is the town of your birth? Where is the town of your birth? Answe: Select a question: Where is the town of your birth? Where is the town of your birth? Answe: Select a question: Where is the town of your birth? Where is the town of your birth? Answe: Select a question: Where is the town of your birth? There is the town of your birth? Answe: Select a question: Where is the town of your birth? Select a question: Select a question: Select a questi	nguage of questions and answers: English (United Kingdom)					
What is your mother's malden name? c Select your question > What is the first name of the person you first kissed? What is the form of your pitch? What is your randbarer's first name? Where is the form of your birth? What is your randbarer's first name? Where is the town of your birth? <	Select a question:					
Select your question > What is the first name of the person you first kissed? What is last name of your favourite teacher? What is your grandfather's first name? Where is the town of your birth? What is your mather's first name? What is your father's first name? wh	What is your mother's malden name?					
What is your mother's makien name? Belect a question: What is your father's first name? Answer: Belect a question: Where is the town of your birth? Answer: Confirm answer:	Select your question > What is the first name of the person you first kissed? What is the last name of your favourtle 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 father's first name? Arswer: •••••••• Confirm answer: ••••••• Belect a question: Where is the town of your birth? Answer: •••••••• Confirm answer: ••••••••• Confirm answer: •••••••• Confirm answer: •••••••• Confirm answer: •••••••• Confirm answer: ••••••••	evinal is your momens maloen name?					101
Arswer: Contrm answer: Belect a question: Where is the town of your birth? Answer: Confirm answer: Con	What is your father's first name?					
Controm answer:	Answer					
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Belect a question: Where is the town of your birth? Answe: Confirm answer: Confirm answ	Confirm answer:					273
Beled a question: Where is the town of your birth? Answer: Confirm enswer: Co						
Belect a question: Where is the town of your birth? Answer: Confirm answer: Co						
Where is the town of your birth?	Select a question:					
Answer: Confirm enswer: Confirm enswer	Where is the town of your birth?	T				
Confirm answer:	Answer					
Confirm answer:						
Cancel	Confirm answer:					
UKIT Cancel						
User Cancel						
User Cancel						
Utat Canoel						
Cancel				22	_	1.5
				12	and i	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:

Anglia Ruskin University Password Manager	🛓 guest, che (Student) 🔰 Log out 👘 English 👘 🔗	Anglia Ruskin University
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 successful 	ully updated.	
 Notification was sent to your email. 		
 Notification was sent to your email. 		

Return to top



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	Log out English 0	Angla Ruskin University
Forgot My Password (guest, che (Student))		
English (United States) (select language)		
If you are experiencing any problems with this site, please contact the Stu	udent Helpdesk on :	
Web: libanswers.anglia.ac.uk		
Internal : 6600 External : 01245 686600		
International : +44 1245 686600		
To be able to use Password Manager, you must agree that Password Ma	nager will store your personal information.	
I agree		
	Mext	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 🥑	Angla Ruskin University
Forgot My Password (guest, che (Student))				
Enter the characters you see on the picture.				
CQLT9				
cqit9				
			Next	Cancel

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

Anglia Ruskin University Password Manager	🛓 guest, che (Student) Log out English 🧿	Angla Ruskin University
orgot My Password (guest, che (Student))		
o 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?		
	Next	Cancel

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

Anglia Ruskin University Password Manager	🛓 guest, che (Student) Log out English 💿 🌋 Angla f
Forgot My Password (guest, che (Stud	lent))
Enter new password.	
Your new password must comply with the password pol	icy:
The password must meet the password length requirement The password must meet the password history requirement The password must meet the password maximum age recommended	tts of the system. The minimum password length: 6. nts of the system. The number of passwords to store: 13. juirements of the system. Maximum password age: 420.
New password:	
Confirm new password:	
	Next Cancel

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!

Anglia Ruskin University Password Manager	Log out English 🕜	Anglia Ruskin University
Forgot My Password (guest, che (Student))		
Vour password was successfully reset		
Go to home page		
Details Your password was successfully reset. 		
Failure!		

Password Manager	🛓 guest, che (Student)	Log out	English 🛛 🕜	Anglia Ruskin University
Failed to reset your password. The password must meet the password length requirements of t	he system. The minimum passw	ord 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 syst • The password must meet the password history requirements of the sys • The password must meet the password maximum age requirements of	em. The minimum password le tem. The number of passwords the system. Maximum passwor	ngth: 6. to store: 13. d age: 420.		
New password:				
Confirm new password:				
			Next	Cancel

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

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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:

Anglia Ruskin University Password Manager	L guest, che (Student)	Log out	English 🥥	Angla Ruskin University
Manage My Passwords (guest, che (Student))				
Enter the characters you see on the picture.				
PG242 () Get new image				
-				
			Next	Cancel

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

	Log dur Li	nglish 🛛 🕐	Anglia Ruskin University
Manage My Passwords (guest, che (Student))			
o proceed, enter your password.			
assword:			
••••••			

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

Anglia Ruskin University Password Manager	🛓 guest, che (Student) Log out English 💿 🖄 Angla Ruski University
Manage My Passwords (guest, che (Stu	udent))
Enter new password.	
Your new password must comply with the password policy	y:
Manage My Passwords (guest, che (Student)) nter new password. our new password must comply with the password policy: The password must meet the password length requirements of the sys The password must meet the password history requirements of the sys The password must meet the password maximum age requirements o ew password:	s or an exposent, the minimum password length to is of the system. The number of password so store: 13. irements of the system. Maximum password age: 420.
Confirm new password:	

Return to top



Return to top

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

	Password Manager	2 guest, che (Student)	Log out	English	Angla Univers
My	Notifications (guest, che (Student))				
To p	roceed, enter your password.				
Pass	word:				
•••					
-				Nex	t Cancel
	Anglia Ruskin University	🋓 guest, che (Studen	t) Log out	t English	○ 歳☆
Not	fy me, if the following actions succeed:				
Not	fy me, if the following actions succeed: My Questions and Answers profile is updated				
Not	fy me, if the following actions succeed: My Questions and Answers profile is updated My password is reset				
Not	fy me, if the following actions succeed: My Questions and Answers profile is updated My password is reset My password is changed				
	fy 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				
	fy 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				
	fy 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				
Not Not	fy me, if the following actions succeed: My Questions and Answers profile is updated My password is reset My password is ohanged My account is unlocked My notifications settings are updated Passcode is used fy me, if the following actions fail:				
Not	fy 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 fy me, if the following actions fail: My Questions and Answers profile is updated				
Not	fy 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 fy me, if the following actions fail: My Questions and Answers profile is updated My password is reset				
Not	fy 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 fy me, if the following actions fail: My Questions and Answers profile is updated My password is reset My password is changed				
Not	fy 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 fy 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				
Not	fy 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 fy 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				
Not V	fy 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 fy 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				
Not	fy 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 fy 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				

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

Anglia Ruskin University Password Manager	🙎 guest, che (Student) Log out English 🥑	Anglia Ruskin University
My Notifications (guest, che (Student))		
V 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: <u>libanswers.anglia.ac.uk</u>

Anglia Ruskin University Password Manager	🌋 guest, che (Student) 🛛 Log out English 💿 🏄 Angla Ruckin University
I Have a Passcode (guest, che (St	udent))
Contact your help desk to obtain a passcode. To p	proceed, enter the passcode in the text box below.

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

Password manager	L guest, che (asudent)	Log out	English	•	Angla R Universit
Have a Passcode (guest, che (Student))					
Fravide answers to these questions and make sure you remember eset your forgotten pessword and unlock your account.	your answers, because th	e questions	will be used	s later t	o allow you to
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. 					
anguage of questions and answers: English (United Kingdom)					
Select a question:					
What is your mother's malden 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?					
Belect 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:					2
					51

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



Your questions and answers have been set up.

Go to <u>www.anglia.ac.uk/mypassword</u> and follow the instructions as for option 'Forgot My Password'.

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