

Self-Service Password Page

for Computer Accounts

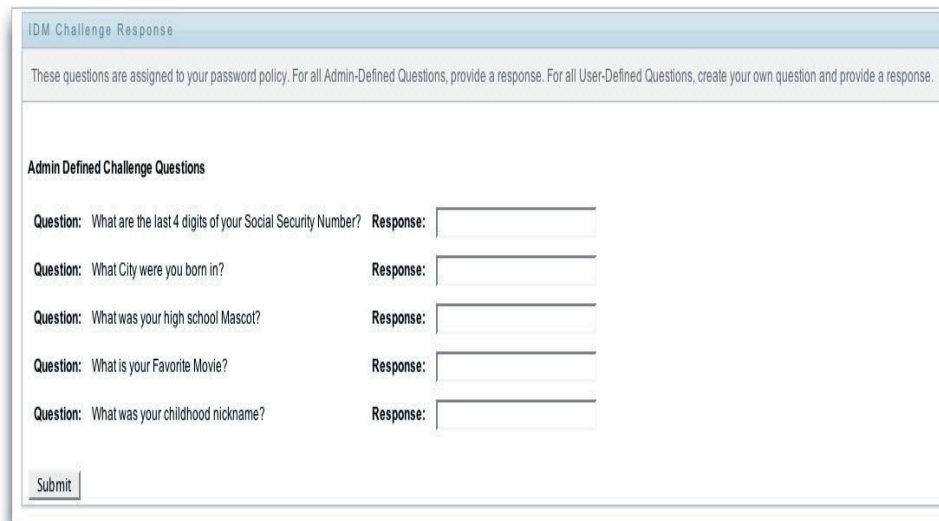
You may reset and change passwords using the ITS self-service password page. Passwords for e-mail, Novell, Moodle, 1600grand and CorporateTime accounts are synchronized. You can change your passwords for all your Macalester computer accounts by using a single form.

- Go to <http://activate.macalester.edu>
- Enter your username and password



A screenshot of a web form for logging in. It features two input fields: 'Username:' and 'Password:'. Below the 'Username:' field is a link that says '→ Forgot Password?'. At the bottom right of the form is a button labeled 'Login...'. There is a small red and white logo in the bottom left corner of the form area.

A page entitled IDM Challenge Response will open.



A screenshot of a web page titled 'IDM Challenge Response'. The page contains a header with instructions: 'These questions are assigned to your password policy. For all Admin-Defined Questions, provide a response. For all User-Defined Questions, create your own question and provide a response.' Below this is a section titled 'Admin Defined Challenge Questions' which lists five questions, each with a corresponding 'Response:' input field. The questions are: 'What are the last 4 digits of your Social Security Number?', 'What City were you born in?', 'What was your high school Mascot?', 'What is your Favorite Movie?', and 'What was your childhood nickname?'. A 'Submit' button is located at the bottom left of the form.

- Type a response for each of the five personalized security questions and click the **Submit** button.

If you forget your password, or wish to change your password, you will identify yourself by answering two of the five questions, randomly selected. If you wish to change your Challenge responses, click on the **Password Challenge Response** link and uncheck the "Use Stored Response?" box. Edit your responses and click the **Submit** button.

Note: The new password must be at least six characters in length (maximum 15) and contain at least one number. No spaces are allowed. Special characters such as !#\$%^&* can be used. The password is case-sensitive.

