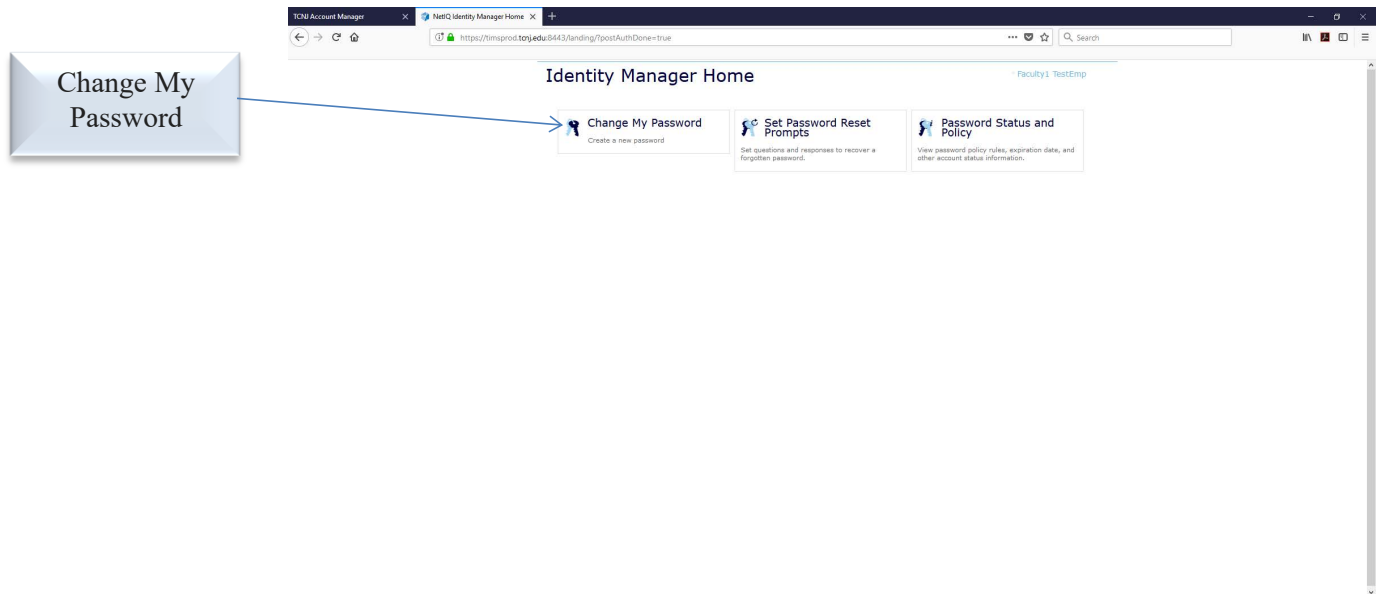
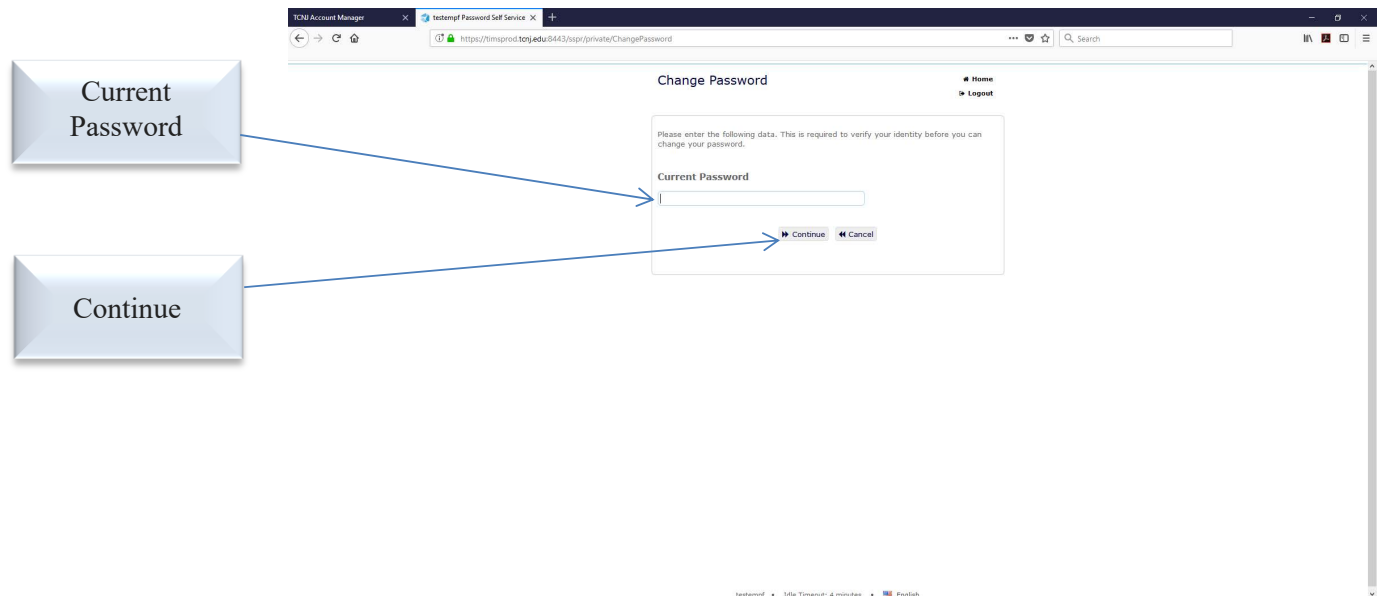


12. Once redirected to the **Identity Manager Home** page, select **Change My Password**



13. The **Change Password** window will appear

14. Type the current password in the **Current Password** field and select **Continue**



Type the **New password**, then **UW\$HLWQWRRQUP3DEUG**

Click **WRRQUP3DEUG** button

The new password has now been updated

18. s ff ct for a accounts oo s an as
tc. for oft

19. Update password in Eduroam (Wi-Fi) and for email accounts on mobile devices

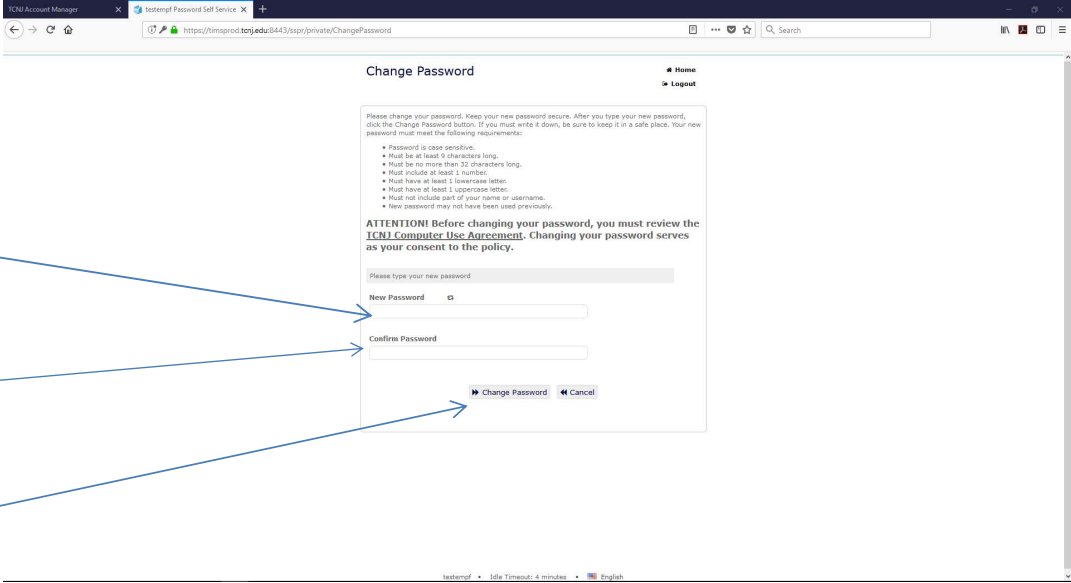
Passwords cannot include usernames or display names

- Passwords MUST:**
- ◆ Be at least 9 characters long and can be up to 32 characters long
 - ◆ Contain at least one upper case character
 - ◆ Contain at least one lower case character
 - ◆ Contain at least one numeric character
 - ◆ Symbols, such as ! # @ % ^ & ? +, are encouraged but not required

New Password

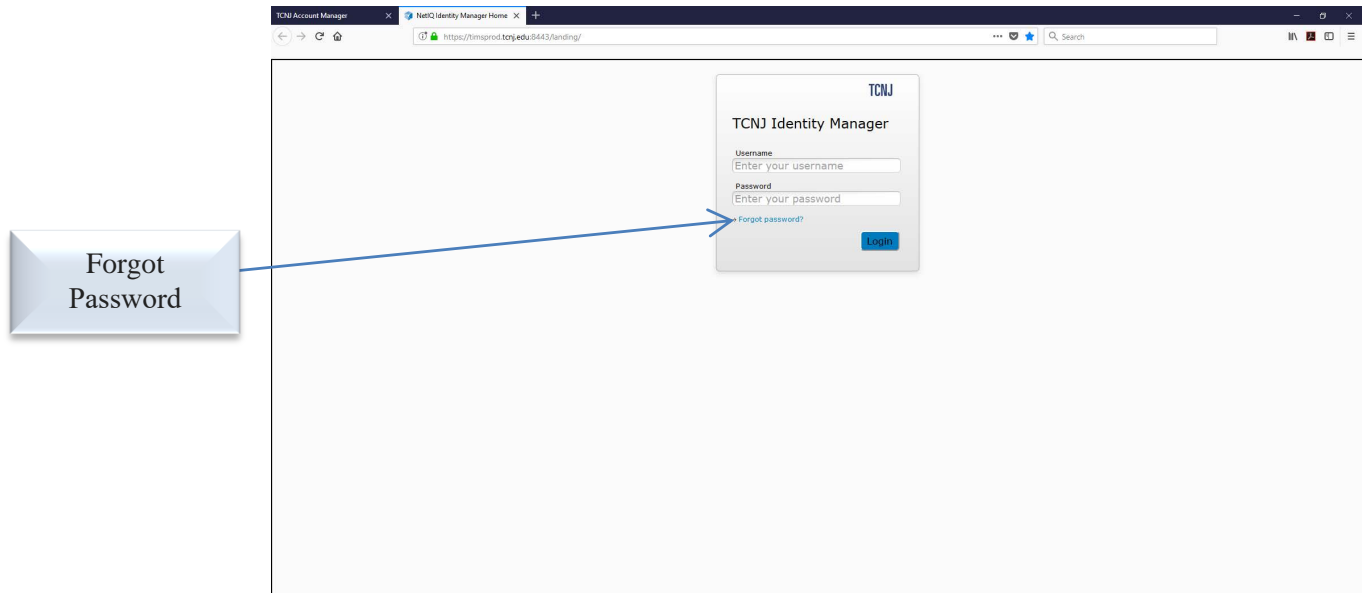
Confirm Password

Change Password

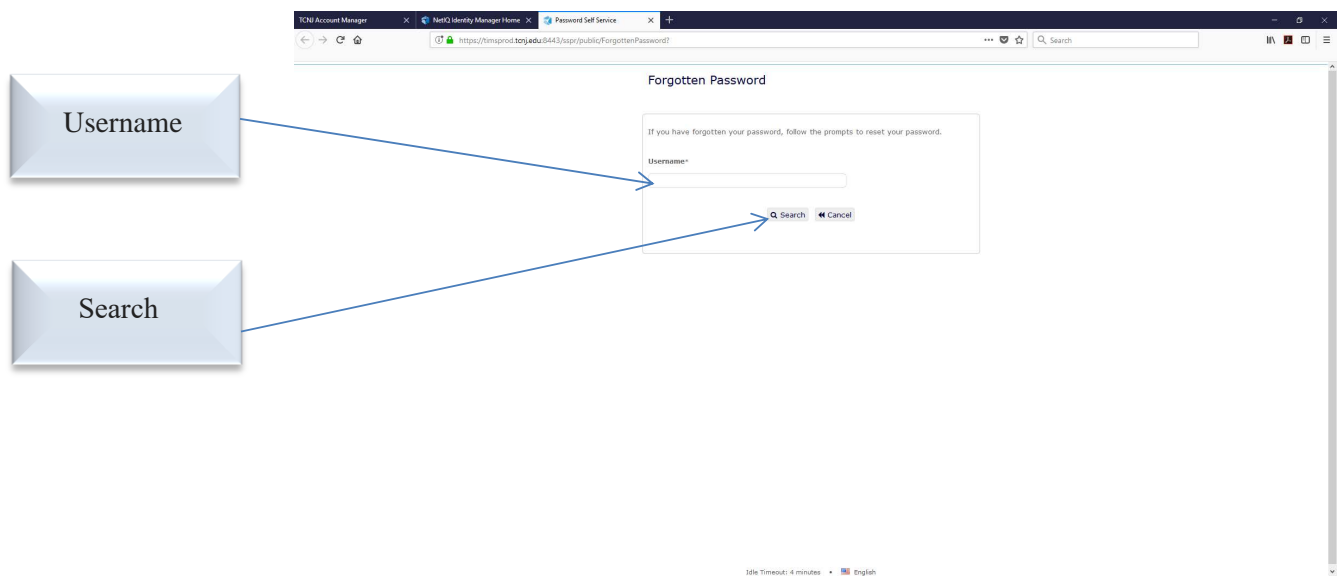


FORGOTTEN PASSWORD

1. Click **Forgot Password?**



2. Type **Username** and click **Search**



3. Answer the security questions as previously answered in the **Response** fields and click **Check Answers**

The image shows a browser window with the URL <https://lmsprod.tcnj.edu/asp/public/ForgottenPassword>. The page title is "Forgotten Password". The form contains the following text and fields:

- "Please answer the following questions. If you answer these questions correctly, you will then be able to reset your password."
- "Please type your security answers"
- A greyed-out text input field.
- "What is the name of the city or town where you were born?"
- A text input field with a red border.
- "What is your PAWS/EmpID?"
- A text input field.
- "Check Answers" button (with a checkmark icon)
- "Cancel" button (with a back arrow icon)

Two callout boxes on the left side of the page point to the form:

- A box labeled "Responses" has an arrow pointing to the first text input field.
- A box labeled "Check Answers" has an arrow pointing to the "Check Answers" button.

At the bottom of the browser window, there is a footer: "Idle Timeout: 4 minutes" and "English".

4. The **Change Password** window will appear
5. Type the **New Password**, then **Confirm Password**
6. Click **Change Password**
7. The new password has been updated
8. This will be effective for all accounts (Google Apps, PAWS, Canvas, YESS, etc., **EXCEPT** for SoftTime)
9. Update password in Eduroam (Wi-Fi) and for email accounts on mobile devices

Passwords cannot include
user names or display names

Passwords MUST:

- ◆ Be at least 9 characters long & can be up to 32 characters long
- ◆ Contain at least one upper case character
- ◆ Contain at least one lower case character
- ◆ Contain at least one numeric character
- ◆ Symbols, such as ! # @ % ^ & ? +, are encouraged but not required

New
Password

Confirm
Password

Change
Password

The screenshot shows a web browser window with the URL <https://tmsprod.tong.edu:8443/sovr/private/ChangePassword>. The page title is "Change Password" and it includes a "Logout" link. The main content area contains the following text:

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 9 characters long.
- Must be no more than 32 characters long.
- Must include at least 1 number.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must not include part of your name or username.
- Must not have been used previously.

ATTENTION! Before changing your password, you must review the [TCNJ Computer Use Agreement](#). Changing your password serves as your consent to the policy.

Please type your new password

New Password

Confirm Password

At the bottom of the page, there is a footer: "testemf • Life Timer: 4 minutes • English"