## Password Automation

How to Use the Applet to Reset your Password

Note: Enrollment through the applet is only available for consolidated agency users at this time.

1. Click "Unable to login?" on the Windows login screen



- 2. Enter "UserID" and CAPTCHA characters
- 3. Click Next.

ldentify	Verify	Reset
<ul> <li>UserID (Example: ag1234</li> </ul>	5)	
САРТСНА	wxbng (	•
* Type the characters you	see in the image above	

4. Select preferred Optional Verification and click Next (if you do not have this option proceed to the next step)

~	Identify	Verify	Reset
Ver	ifications		
*	Mandatory Verifications		
	There are no mandatory veri	fications	
	<b>Optional Verifications (You </b>	must select 1)	
	Text Verification		
	Email Verification		
			Next Cancel

5. Click Send Verification Code.

SMS Verification Click the Send Verification Code button to send a verification code to the following devices • xxxxxxx6010
Send Verification Code

- 6. Enter Verification Code
- 7. Click Next

~	Identify	Verify	Reset
SM	S Verification		
	the Send Verification Code button to seno	d a verification code to the following devices	
	Resend Verification Code		
	e verification code has been so de within the next few minutes	ent and is valid for 10 minutes. If , resend and try again.	you do not receive the
co			you do not receive the
co	de within the next few minutes		you do not receive the

8. Enter new password twice and click Reset Password. Click Close

~	Identify	✓ Verify	Reset							
Re	Reset Password Account is not locked Password must contain at least one from each of the following categories: Uppercase characters (A through Z)		O Passwar	rd Reset Windows Application (4 Identify	(4.7793.23742)	Verify	<b>v</b>	Reset		
	Uppercase characters (A through Z) Lowercase characters (a through z) Numbers (0 through 9) Special characters: `~! @ # \$ % ^ * ()_+-={} \:"; '<>?,./ New password					Pass	word Reset Succ	ess		
		Reset F	Password Cancel				Close			

9. Proceed to Login

\*\*\*If you are NOT on the state network you will need to log into your computer with your OLD password, and then log into VPN with you NEW password\*\*\*