MyPortal

SINGLE-USER PASSWORD RESET

EDUTECH education technology services

An EduTech Workshop

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MYPORTAL - SINGLE-USER PASSWORD RESET TOOL

EduTech has created a tool for District Tech Admins (DTA) to reset passwords for users in their district. Only District Tech Admins will have the ability to use this tool.

Requirements

Requirements to use the MyPortal Single-User password Reset Tool.

- Internet Explorer is required, not by EduTech but by Microsoft. The Forefront Identify Management (FIM), a Microsoft product, requires Internet Explore and does not have multiple browser compatibility.
- You must be the designated District Tech Administrator (DTA) for your District/Organizational Unit.
- Your K12 account is your <u>FirstName.LastName@k12.nd.us</u>
- Password reset can only be accomplish on a user who is in your District/OU (organizational unit). *Note: This may mean you need to claim them using the Duplicate User Handling in MyAdmin.*
- Password reset is instant.
- Password requirements still hold true:
 - 0 At least one Upper-case letter
 - Lower-case letters
 - At least one Number
 - 0 At least one Special Character
 - 0 At least 6 characters' total password length
 - Do Not use first, middle or last names of the user!
- You can only reset the password for one user at a time.
- This does not affect the user's self-service password reset capability.

Resetting a User's Password

As the school District Technology Admin, you can reset the password for any K12 account holder who resides in your Organizational Unit/District.

Note: The following steps must be carried out in Internet Explorer!

- 1. Go to: https://myportal.k12.nd.us/identitymanagement
- Log in using your k12 account (including the @k12.nd.us part) Fig. 1 at right.
- 3. **Search** for one of your users by entering the account name (not including @k12.nd.us) in the search box in the upper right hand corner, or by clicking on users on the left hand side and entering the info in the search box Fig. 2 below.

Windows Security iexplore.exe	×
Connecting to myportal.k12.nd	.us.
Paul.Jensen@k12.nd	us
Password	
Domain: k12.nd.us	
Remember my cr	edentials
OK	Cancel

FIGURE 1 MYPORTAL LOGIN

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- 4. **Select** the **user** from the search results. Select by highlight, not check box!
- 5. If the user is in your district, a *TAB* will show that says **Reset Password**, click on that tab.

Home	Users						
Distribution Groups (DGs)	& •	×	User four	nd!	arah	Sear Edu	ch for: utech.test1
My DG Memberships	Display Name *	Domain k12	Account Name Edutech.Test17	DistrictName	Job Title	E-mail	Office
My Profile Requests & Approvals Manage My Requests	 For http Edu 	efront Identity Man s://myportal.k12.m utech A Te	nager Webpage Dial d.us/identitymanagen ust17	log nent/aspx/common/po	opup.aspx	× ••••••••••••••••••••••••••••••••••••	
Approve Requests	Re	ral Work Info	Contact Info	Reset Password	Check		
	Pa	ssword Keset Valu	2	Enter	r new pass	word	
			Tan/C	lick —			



- 6. Enter a new password for this user, and click on the check box. Then click **ok**.
- 7. Then click Submit if you are ready to change the password. Password is reset!

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General	Work Info	Contact	Info	Reset Passw	vord			
Single-V	Single-Value Attributes		Old Value			New Value		
Passwore	Password Reset		False			True		
Passwore	Password Reset Value		(no initial value)		$\left(\right)$	Ent3rNewva1ue	\sum	
Tap/Clici	s Submit to complet	e the reset pro	ocess.		2	ew user password va	lue	
				<	Back	Submit Ca	ncel]

FIGURE 4 TAP/CLICK SUBMIT TO RESET 1