

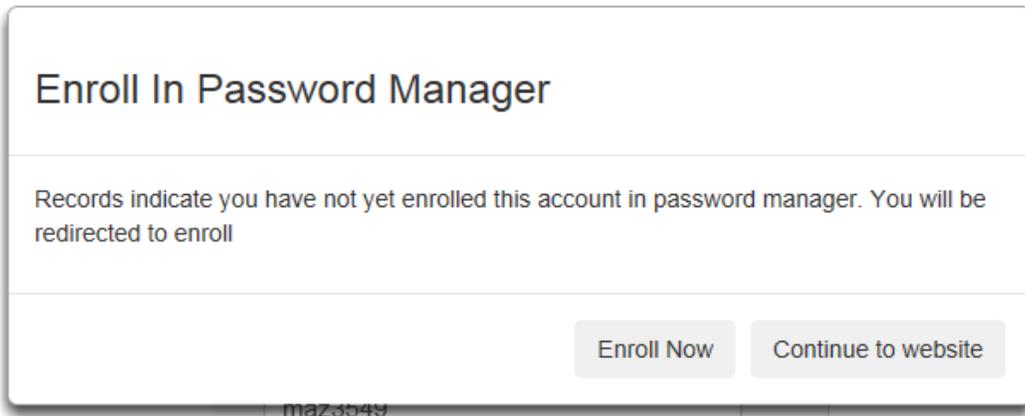
## Using Password Manager

### Enrolling in Password Manager

In order to recover forgotten passwords and change your password, you must enroll with INPO's Password Manager software. Password management on this website is only available to non-INPO employees with individual IDs.

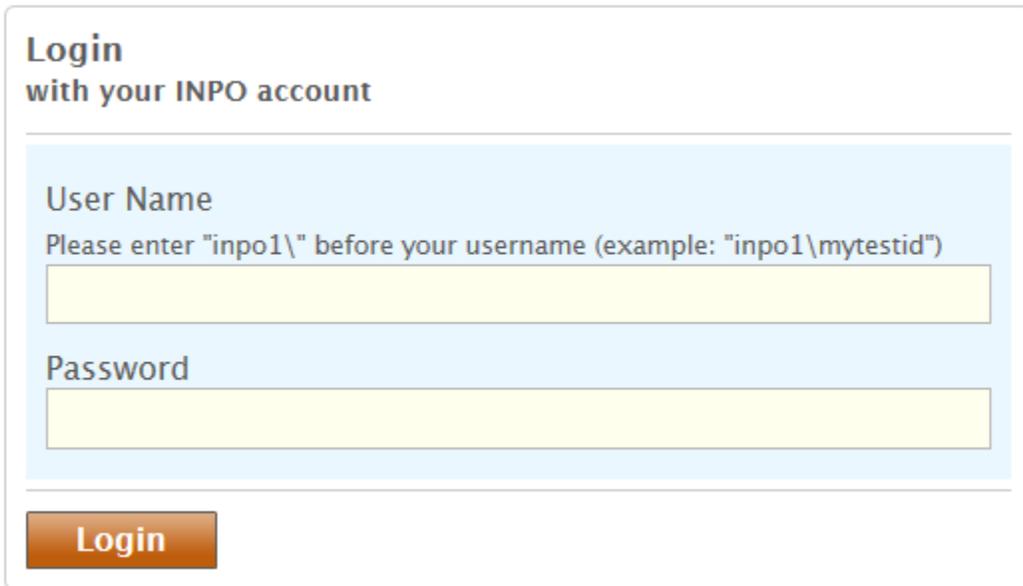
NOTE: If you were previously enrolled in Password Manager on the former INPO website, your recovery questions and answers have been migrated to the new site and still work. You can re-enroll and change your enrollment questions and answers at any time by going to the [enrollment page](#).

When a user logs into the site at <https://web.inpo.org>, the user name is checked for enrollment in Password Manager. If the user is not enrolled, an enrollment screen pops up.



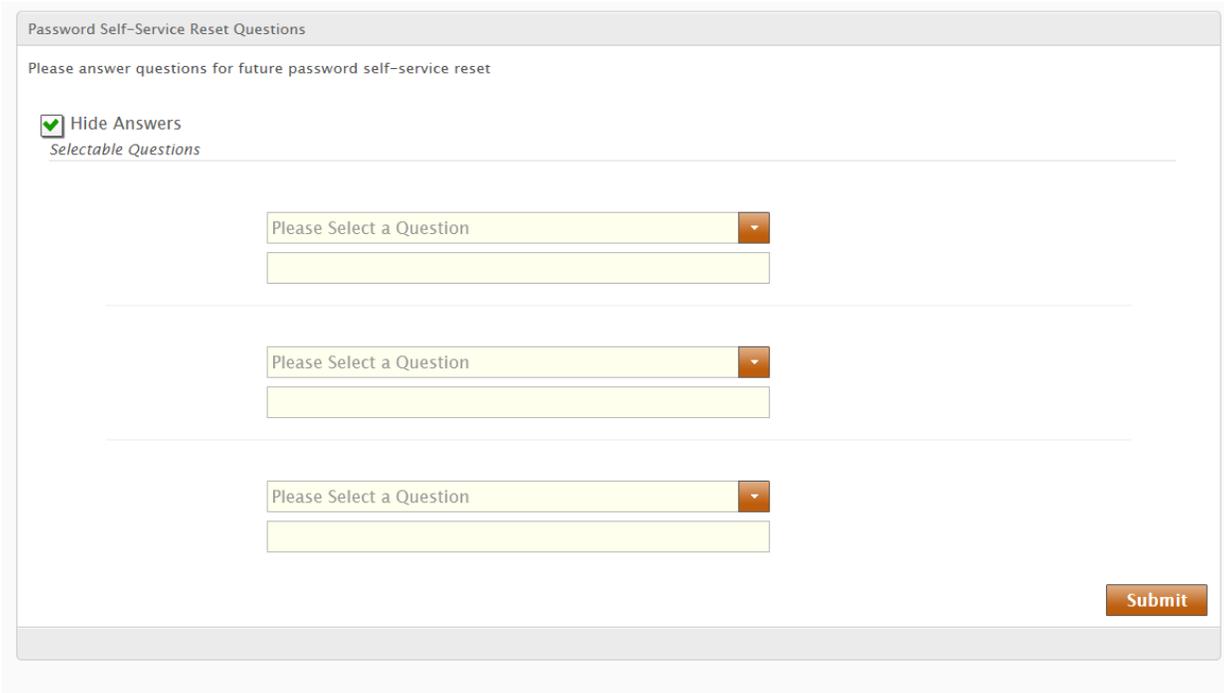
The screenshot shows a dialog box titled "Enroll In Password Manager". Below the title, a message states: "Records indicate you have not yet enrolled this account in password manager. You will be redirected to enroll". At the bottom of the dialog, there are two buttons: "Enroll Now" and "Continue to website".

Clicking on "Enroll Now" takes you to the enrollment page to choose questions that can be used for password recovery in the event of a forgotten password. When choosing to enroll from the login page, users are required to re-enter their user ID and password.

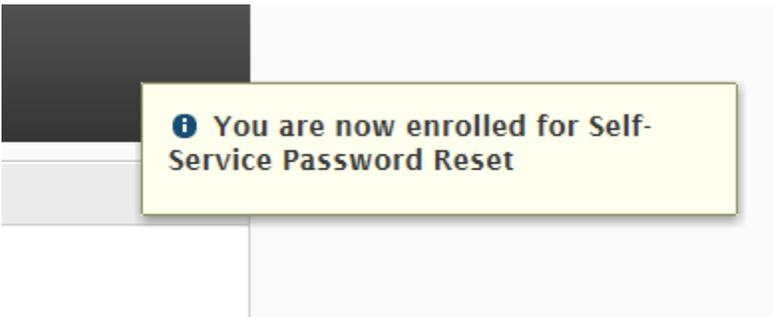


The screenshot shows a login form titled "Login with your INPO account". It features two input fields: "User Name" and "Password". Below the "User Name" field, there is a note: "Please enter 'inpo1\' before your username (example: 'inpo1\mytestid')". At the bottom of the form, there is a "Login" button.

Select the three questions you wish to use for password recovery and type in your answers then press "Submit".



The screenshot shows a web form titled "Password Self-Service Reset Questions". Below the title, it says "Please answer questions for future password self-service reset". There is a checked checkbox labeled "Hide Answers" and a label "Selectable Questions" with a horizontal line underneath. The form contains three identical question selection sections. Each section consists of a dropdown menu with the text "Please Select a Question" and a small downward arrow, followed by a text input field. A "Submit" button is located in the bottom right corner of the form area.



When enrolling from the login page, you will be automatically redirected to the change password page after enrolling.

### Changing your Password

Passwords expire in 180 days. You may change your password at any time by accessing the [change password](#) page. When you are within 14 days of password expiration, you will receive a notification every time you login to the website to change your password. You may continue on to the website, or choose "Change Password Now".

## Password Expiring

Your password is expiring in 7 days. Click OK to continue to the site, or change password to change your password now

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You will be required to re-enter your user name and password when choosing "Change Password Now" from the login page.

### Login with your INPO account

**User Name**  
Please enter "inpo1\" before your username (example: "inpo1\mytestid")

**Password**

Enter your current password, your new password twice, and press "Submit".

Change Password

Please enter a new password

*Password Modified*

Current Account  
INPO1\MAZ3152

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Current Password Modified  
 ✓

---

New Password Modified  
 ✓

Confirm Password  
 ✓

- Password does not contain user name ✓
- The minimum password length is 6 character(s) ✓

Wait to see results

You will receive a confirmation screen. Press "Ok" and you will be taken to the INPO home page.

Success	System Name	Username	Message
<input checked="" type="checkbox"/>	EmpowerID	MAZ3152	Password changed successfully
<input checked="" type="checkbox"/>	INPO1	MAZ3152	Password changed successfully

Wait to see results

## Recovering Forgotten Passwords

If you have forgotten your password, click on the "Forgot Password" link in the bottom right corner of the login page.

The image shows the INPO login interface. At the top is the INPO logo. Below it are two input fields: "User ID..." and "Password...". Under the password field are two buttons: "Sign in" and "Log in as INPO Generic User". At the bottom right, there is a yellow highlighted link that says "Forgot Password".

If you have not previously enrolled for password manager, you are unable to recover your password.

The image shows a dialog box titled "INPO Request Status". Below the title is the text "INPO request status details". The main message in the dialog is "You have not enrolled for Password Self-Service Reset". There is an "Ok" button in the bottom right corner of the dialog.

If you have previously enrolled in password manager, you will be taken to the Password Recovery Center. Enter your INPO user ID. Type in the text of the word in the image below the User ID box exactly as you see it. (You can click the refresh button if you need to get a new image.) Click "Validate" to make sure you typed the value correctly and then press "Submit".

*Choose your identification method*

Identification Method

INPO User ID

*Credentials*

INPO User ID

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Validate

The value is correct

Submit Cancel

You will be presented with each of the 3 questions you chose during enrollment. Enter the answer and then press "Submit".

Answer your personal questions

These are the questions you answered previously during the enrollment process

*Question*

The city where you were born?

Submit Cancel

After you have submitted the correct answer to the third question, you will be able to change your password.

Change Password

Please enter a new password

*Password*

New Password

Confirm Password

- Password does not contain user name
- The minimum password length is 6 character(s)
- Passwords cannot be reused more often than every 30 day(s)
- You may not reuse your last 24 password(s)

After pressing the "Submit" button, you will be taken back to the login page so that you can enter your ID and new password.