

HWS Password Reset with Password Station

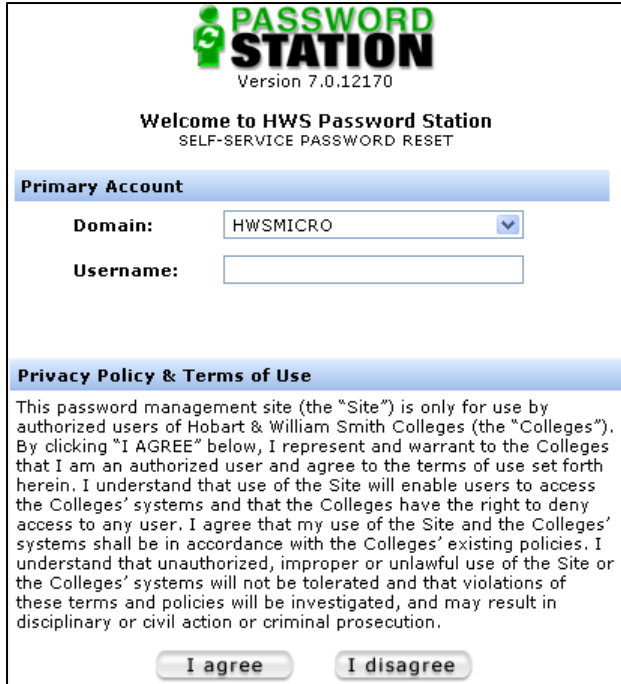
Password services, including changing your password and resetting your password if it is forgotten, are available at <http://password.hws.edu>.

Please note that registration and changing your password is a two-step process.

Step One: Registering in Password Station

1. Open a supported Web browser and go to <http://password.hws.edu>.
2. Leave the default as HWSMICRO in the domain drop-down list.
3. Enter your HWS network **Username**.
4. Click **I Agree** to continue.

Upon first login, the system will prompt you to register. **This is a one-time setup and enables full use of the Password Station service.**



PASSWORD STATION
Version 7.0.12170

Welcome to HWS Password Station
SELF-SERVICE PASSWORD RESET

Primary Account

Domain: HWSMICRO

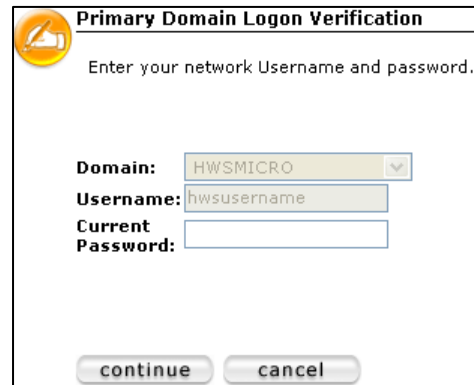
Username:

Privacy Policy & Terms of Use

This password management site (the "Site") is only for use by authorized users of Hobart & William Smith Colleges (the "Colleges"). By clicking "I AGREE" below, I represent and warrant to the Colleges that I am an authorized user and agree to the terms of use set forth herein. I understand that use of the Site will enable users to access the Colleges' systems and that the Colleges have the right to deny access to any user. I agree that my use of the Site and the Colleges' systems shall be in accordance with the Colleges' existing policies. I understand that unauthorized, improper or unlawful use of the Site or the Colleges' systems will not be tolerated and that violations of these terms and policies will be investigated, and may result in disciplinary or civil action or criminal prosecution.

I agree I disagree

5. Enter your HWS network password in the **Password** field and click **Continue**.
6. Click **Continue** on the next page to submit your security questions.



Primary Domain Logon Verification

Enter your network Username and password.

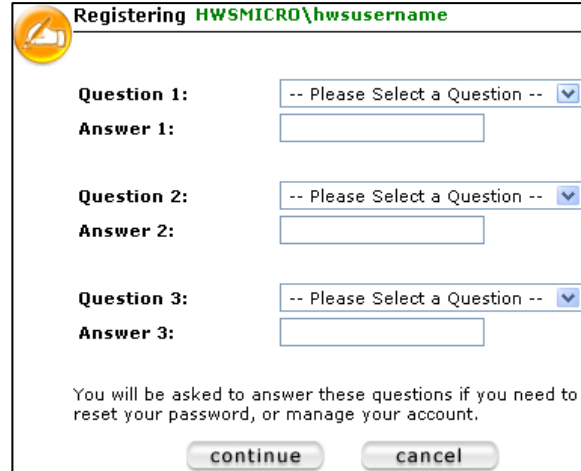
Domain: HWSMICRO

Username: hwsusername

Current Password:

continue cancel

7. Select three questions and submit answers that would be difficult for other people to guess. The question and its answer should be something known only to you and not shared with anyone else. Click **Continue** to save your questions.



8. A page stating that you have successfully enrolled in the Password Station service should appear. Click **Continue** to go to the main menu page.



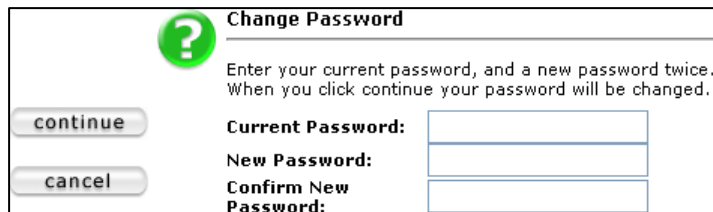
9. **Please note that you are not finished yet.** The first time you register, you must continue on to the main page, as instructed below, and change your password based on the new password requirements.

Step Two: Changing your password

1. Click the **Change Password** button.



2. Enter your current password in the **Current Password** field.



3. Enter the new password you would like in the **New Password** and **Confirm New Password** fields. Passwords must meet the following criteria:
 - Be at least *8 characters long* (the longer, the better)
 - Contain at least one *UPPERCASE* letter
 - Contain at least one *lowercase* letter
 - Contain at least one *number*
4. Click **Continue** to finalize your new password.

Congratulations! You have finished the process and your password now meets the new requirements.

Additional Features offered via Password Station

Password services, including changing your password and resetting your password if it is forgotten, are available at <http://password.hws.edu>.

Main Menu

To log in and access all of the available services:

1. Open a Web browser and go to <http://password.hws.edu>.
2. Leave the default as HWSMICRO in the domain drop-down list.
3. Enter your HWS network Username.
4. Click **I Agree** to continue.

PASSWORD STATION
Version 7.0.12170

Welcome to HWS Password Station
SELF-SERVICE PASSWORD RESET

Primary Account

Domain:

Username:

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At the main menu, you can:

- Reset your password, if forgotten, by correctly answering your three security questions.
- Change your password from any computer on the Internet.
- Change the enrollment information and security questions you set at your first login.

Username: HWSMICRO\hwsusername

Manage Account **Account Information**

Forgot Your Password?

If you have already registered, you can securely reset your forgotten password by answering your private question.

Change Password

If you know your current HWS network password, you can change it here.

Change Registration

You can change your security questions and/or answers here.

Resetting a Forgotten Password

To reset your password if it is forgotten:

1. Click the **Forgot Password** button.

Username: HWSMICRO\hwsusername sign out

Manage Account | **Account Information**

Forgot Your Password?
If you have already registered, you can securely reset your forgotten password by answering your private question.
forgot password

Change Registration
You can change your security questions and/or answers here.
register

Change Password
If you know your current HWS network password, you can change it here.
change password

2. Answer your three **security questions** as they are presented to you, clicking **Continue** after each answer.

Reset Forgotten Password for HWSMICRO\hwsusername

In order to reset your password, you will need to answer the security questions you have configured for your account.

Question 1 of 3

Question 1: Security question will appear here
Answer 1:

continue **cancel**

3. Enter the new password you would like in the **New Password** and **Confirm New Password** fields.

Reset Forgotten Password for HWSMICRO\hwsusername

Enter your new password.

continue **cancel**

New Password:
Confirm New Password:

4. Passwords must meet the following criteria:
 - Be at least *8 characters long* (the longer, the better)
 - Contain at least one *UPPERCASE* letter
 - Contain at least one *lowercase* letter
 - Contain at least one *number*
5. Click **Continue** to finalize your new password.

Changing your password

1. Click the **Change Password** button.



Username: HWSMICRO\hwsusername sign out

Manage Account | **Account Information**

Forgot Your Password?
If you have already registered, you can securely reset your forgotten password by answering your private question.
forgot password

Change Registration
You can change your security questions and/or answers here.
register

Change Password
If you know your current HWS network password, you can change it here.
change password

2. Enter your current password in the **Current Password** field.



Change Password

Enter your current password, and a new password twice. When you click continue your password will be changed.

continue cancel

Current Password:

New Password:

Confirm New Password:

3. Enter the new password you would like in the **New Password** and **Confirm New Password** fields. Passwords must meet the following criteria:
 - Be at least *8 characters long* (the longer, the better)
 - Contain at least one *UPPERCASE* letter
 - Contain at least one *lowercase* letter
 - Contain at least one *number*
4. Click **Continue** to finalize your new password.

Changing Registration Information and Security Questions

To change your registration information:

1. Click the **Register** button.

Username: HWSMICRO\hwsusername sign out

Manage Account **Account Information**

Forgot Your Password?
If you have already registered, you can securely reset your forgotten password by answering your private question.
forgot password

Change Password
If you know your current HWS network password, you can change it here.
change password

Change Registration
You can change your security questions and/or answers here.
register

2. Enter your **HWS network password** and click **Continue**.

Primary Domain Logon Verification

Enter your network Username and password.

Domain: HWSMICRO

Username: hwsusername

Current Password:

continue cancel

3. Change your questions and answers as desired and then click **Continue**.

Registering HWSMICRO\hwsusername

Question 1: -- Please Select a Question --
Answer 1:

Question 2: -- Please Select a Question --
Answer 2:

Question 3: -- Please Select a Question --
Answer 3:

You will be asked to answer these questions if you need to reset your password, or manage your account.

continue cancel

4. Click **Continue** to return to the main Password Station page.