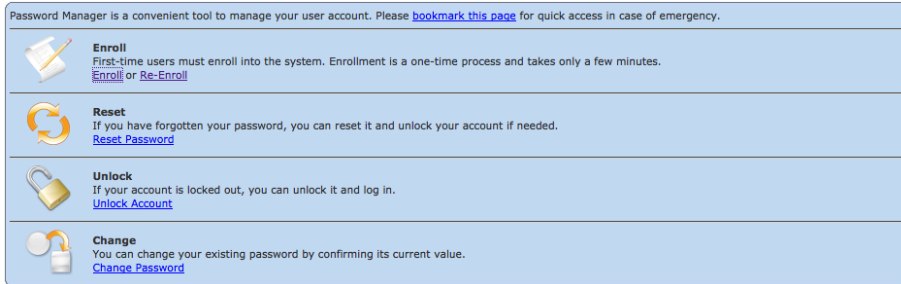


Enrolling in Password Manager:

1. In any browser, go to <http://pwmanage.apsu.edu/pm>.
2. Click **Enroll**.



3. Enter the first part of your APSU email address and the password. The domain should read **APSU**. Click **Next >**.

A screenshot of the "Enroll - Enter Account" form. The title bar says "Enroll - Enter Account". Below the title bar, it says "Enter your account name and current password:". There are three input fields:

- Account name:
- Domain:
- Password:

At the bottom right, there are two buttons: "Next >" and "Cancel".

4. Choose 4 security questions from the dropdown menu and input the appropriate answers. Click **Next >**.

A screenshot of the "Enroll - Identity Verification Questions" form. The title bar says "Enroll - Identity Verification Questions". Below the title bar, it says "Identity verification questions are used when you need to reset your password or unlock your account. Please follow the tips below to choose reliable, guess-proof answers. A good answer:

- Must not be obvious
- Preferably, no one else must know it.
- Must be at least 5 characters long.

Note: Answers are not case-sensitive." There is a checkbox labeled "Hide answers" which is currently unchecked. Below this are four question entries, each with a dropdown menu and an answer field:

- Question 1:
- Answer:
- Question 2:
- Answer:
- Question 3:
- Answer:
- Question 4:
- Answer:

At the bottom right, there are two buttons: "Next >" and "Cancel".

5. Enter an **alternate** email address that is different than your APSU email (in this example it is a Yahoo account). Click **Next >**.

Enroll - Enter Account

Please specify an alternate account for your password reset verification email.

Do not specify your university account.

E-mail:

Next > **Cancel**

6. If you need to reset your password, click **Reset Password**. Otherwise, click **Home**.

Enroll





Congratulations! Your account has been enrolled successfully.

Reset Password **Home**

Resetting your password:

1. In any browser, go to <http://pwmanage.apsu.edu/pm>.
2. Click **Reset Password**.

Password Manager is a convenient tool to manage your user account. Please [bookmark this page](#) for quick access in case of emergency.

	Enroll First-time users must enroll into the system. Enrollment is a one-time process and takes only a few minutes. Enroll or Re-Enroll
	Reset If you have forgotten your password, you can reset it and unlock your account if needed. Reset Password
	Unlock If your account is locked out, you can unlock it and log in. Unlock Account
	Change You can change your existing password by confirming its current value. Change Password

3. Enter the first part of your APSU email address, choose **APSU** as the domain, and then click **Next >**.

Enter Account

Specify the account that you want to reset the password for, and select a domain.

Account name:

Domain:

4. Answer 2 of your security questions and click **Next >**.

Identity Verification Questions

Please answer the following questions. The answers are NOT case sensitive.

Hide answers

Question 1: What is your father's middle name?

Answer:

Confirm answer:

Question 2: What is your favorite movie?

Answer:





Confirm answer:

5. A verification email will be sent to your alternate email address. It contains a unique link that you will need to click in order to reset your password. **If you are an Argos user, you will need to log into Argos with your new password in order for your scheduled reports to run.**

Changing your password:

1. In any browser, go to <http://pwmanage.apsu.edu/pm>.
2. Click **Change Password**.

Password Manager is a convenient tool to manage your user account. Please [bookmark this page](#) for quick access in case of emergency.

	Enroll First-time users must enroll into the system. Enrollment is a one-time process and takes only a few minutes. Enroll or Re-Enroll
	Reset If you have forgotten your password, you can reset it and unlock your account if needed. Reset Password
	Unlock If your account is locked out, you can unlock it and log in. Unlock Account
	Change You can change your existing password by confirming its current value. Change Password

3. Enter the first part of your APSU email address, choose **APSU** as the domain, enter your current password, and what you would like your new password to be. **The new password must be at least 8 characters long, must contain uppercase letters, lowercase letters, numbers, and symbols, and cannot contain any part of your username.** Click **Next >**.

Change Password

Please enter your account name, old and new password. Then click Next to continue.

Account name:

Domain:

Old password:

New password:

Confirm new password:

4. If the system accepts your password as complex, it will confirm that it has been changed successfully. If you use a PC, your computer will prompt you to update your password shortly. Remember to also update your password on any mobile devices you use to receive your campus email. **If you are an Argos user, you will need to log into Argos with your new password in order for your scheduled reports to run.**

Result

Your password has been changed successfully, please try to logon in a few minutes.