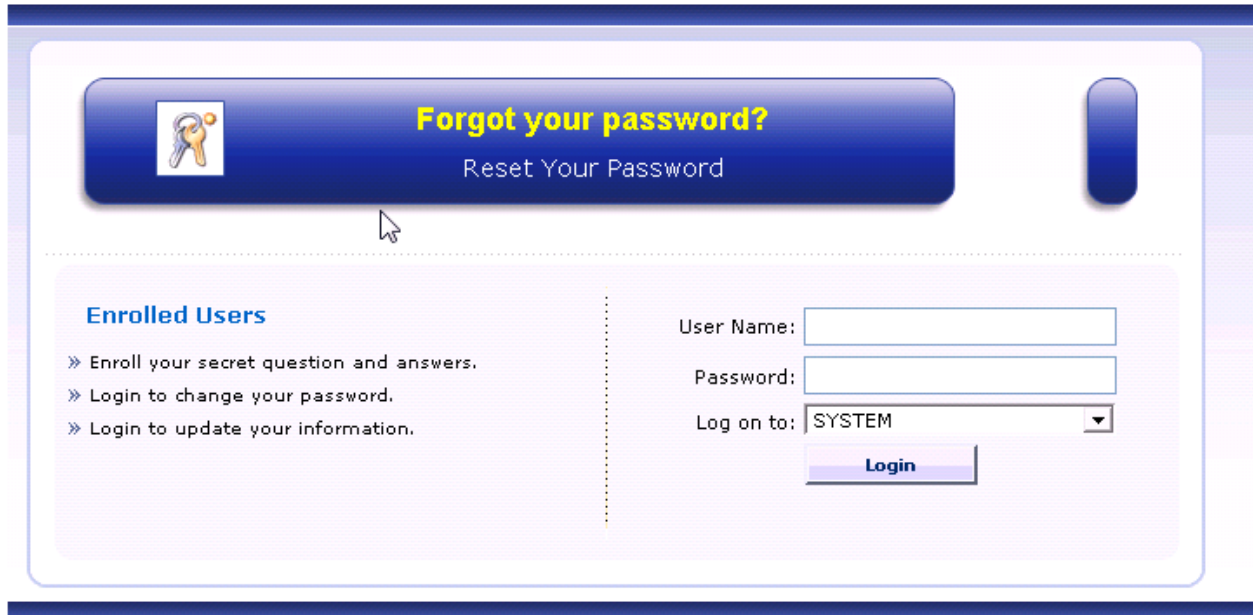


Activating your EasyLogin account.

- 1.) To activate your EasyLogin account, go to <https://sspswd.ccsnh.edu>. Log in with your current username and password. Your EasyLogin username and password are the same as your email username and password. (see figure 1)



Forgot your password?
Reset Your Password

Enrolled Users

- » Enroll your secret question and answers.
- » Login to change your password.
- » Login to update your information.

User Name:

Password:

Log on to: SYSTEM

(Figure 1)

- 2.) You will receive a pop up forcing you to activate your account. Click on “Click to proceed” link. (see figure 2)



Welcome to ADSelfService Plus.
This self-service portal allows end-users to reset forgotten passwords and unlock their locked-out accounts. Users can also update their personal information into Active Directory without administrator's help.

Force Enrollment
You must answer the security questions to continue. [Click to proceed](#)

(Figure 2)

- 3.) You will then need to choose 2 security questions, supply answers for them, and lastly confirm the answers. Once you are finished, click the “Save” button. (see figure 4.)

https://spnwd.ccnh.edu/QARegister.do?selectedTab=RegisterQA

ManageEngine - ADSelfService Plus

SelfService Welcome, rgrass
Sign Out Personalize
Change Password Reset Q&A

User Registration Screen

Configure the Security Questions and Answers that you will be asked during password reset/account unlock operations.

The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

Questions	Answers	Confirm Answer
Questions Set by your Administrator : What is your mother's maiden name ?	*****	*****
What is the name of your favourite cousin ?	*****	*****

Hide Answer(s)

Save

(Figure 4)

- 4.) Once your account is activated, you will receive a confirmation message. (see figure 5) Once you are finished, you may change your password, manage your security questions, or log out. Make sure to sign out by clicking “Sign out” link in the top right hand side of your screen.

https://spnwd.ccnh.edu/QARegister.do?selectedTab=RegisterQA

ManageEngine - ADSelfService Plus

SelfService Welcome, rgrass
Sign Out Personalize
Change Password Reset Q&A

User Registration Screen

Configure the Security Questions and Answers that you will be asked during password reset/account unlock operations.

The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

Questions	Answers	Confirm Answer
Questions Set by your Administrator : What is your mother's maiden name ?	*****	*****
What is the name of your favourite cousin ?	*****	*****

Hide Answer(s)

Save

Successfully completed the Question and Answer Registration.

(Figure 5)