



Servicios Ciudadanos

Password change & unification system: “Password self- service”.

USER GUIDE

División Sistemas y
Tecnologías de la Información

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INTRODUCTION

This system allows users to **change and unify their passwords in order to access their IT resources** using an application over **Identity Management**.

This user guide describes how the system modifies passwords to all resources at a **single user request**. This new password must be validated according to FCC's password policy.

The application is available at this URL:



<https://gdi.fcc.es/changepassword/>

Note: changes will be applied immediately in all resources. This process can take up to several minutes.

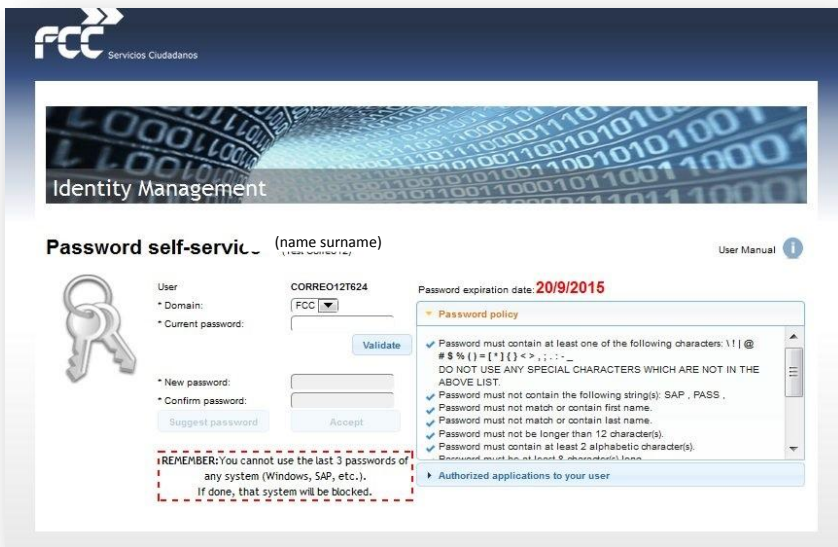
It's recommended to close all open applications and restart or close your session after completing the process.

1. ACCESS TO PASSWORD SELF-SERVICE SYSTEM

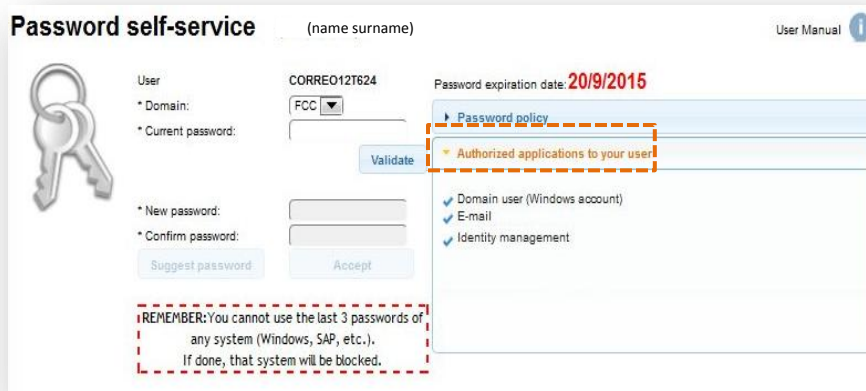
1. Go to: <https://gdi.fcc.es/changepassword/>

2. Enter you *Username, Domain* and *Password* (Windows account) and you'll be redirected to this page.

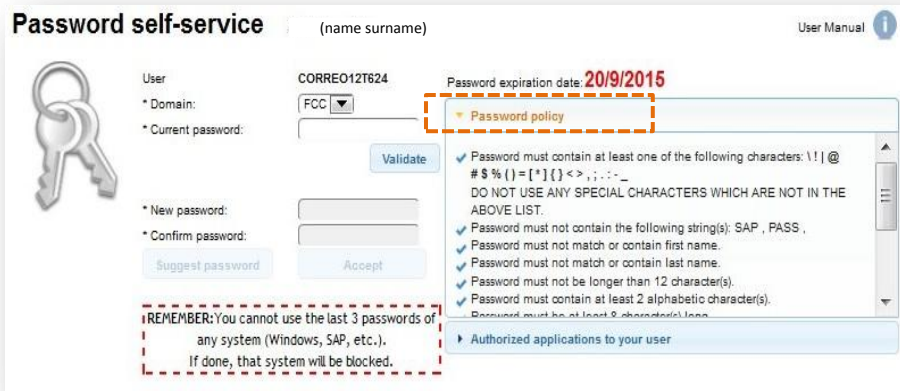
Here you'll find two lists with information about password change (**password policy** rules & **resources** associated with your identity).



“Password policy”



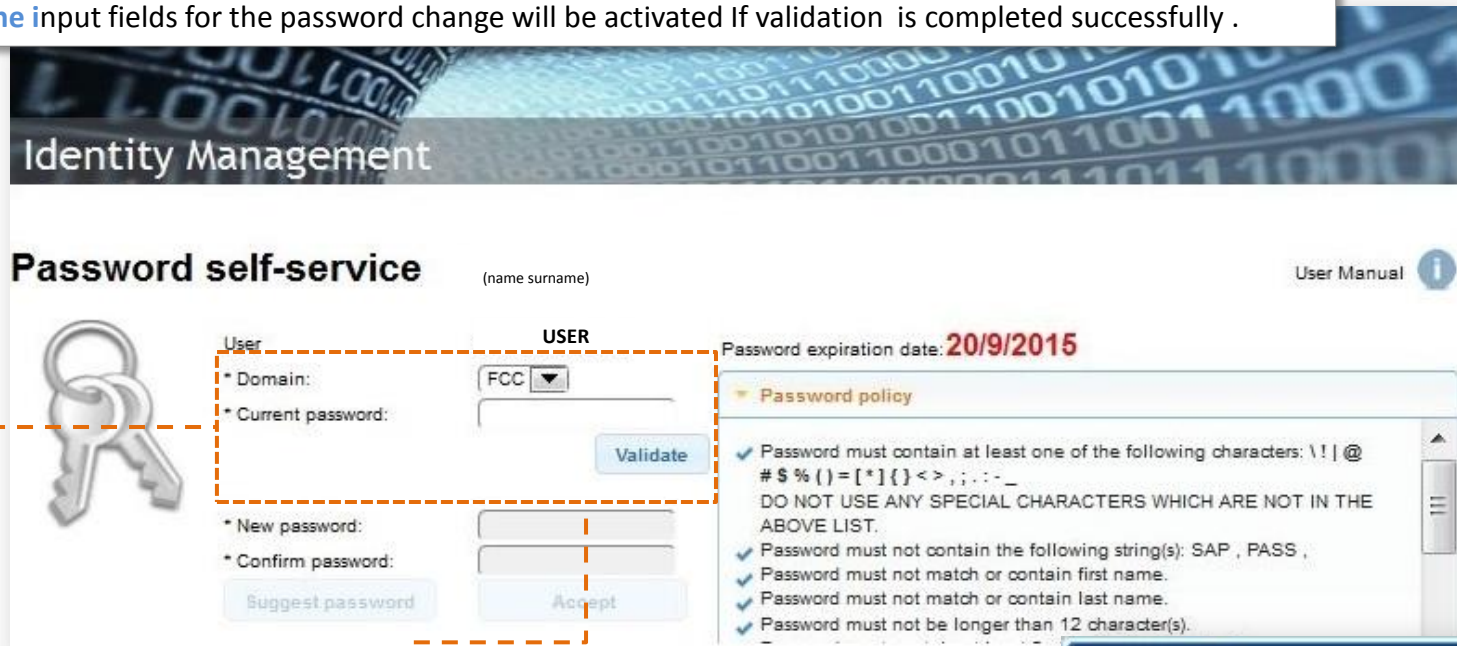
“User’s Resources”



2 . USER VALIDATION IN THE APPLICATION.

1. The application detects your account and asks for validation.

Select a ***Domain:** in active directory and ***current password:**. Click on **Validate** .
The input fields for the password change will be activated If validation is completed successfully .

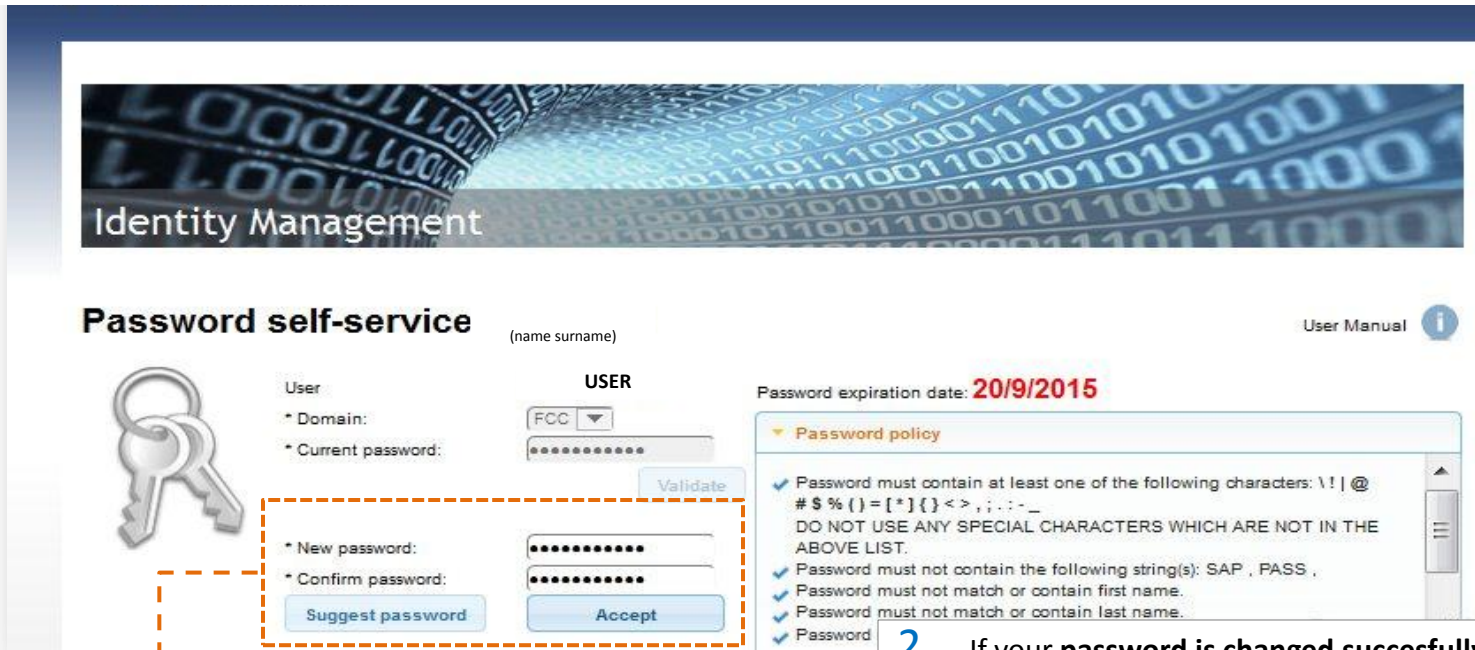


2. Validation error.

If the current password entered doesn't match with your domain password, the application shows an error window.

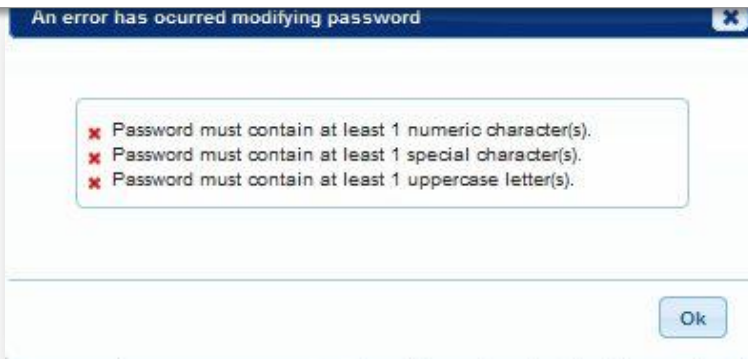
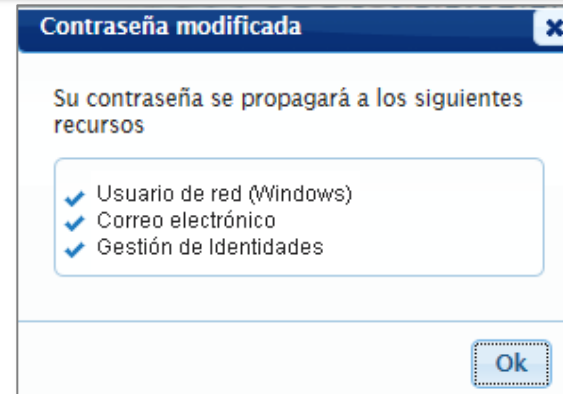


3. SELECT NEW PASSWORD AND VALIDATE



1. User must fulfil **all** requirements listed under password policy. If not, the application shows an error message and the changes won't be applied.

2. If your **password is changed successfully**, the application shows all resources where the password changes have been applied.

3.1. GENERAL ISSUES FOR PASSWORD UNIFICATION.

The password self-service system applies the new unified password to all user's resources (active directory accounts, SAP...)

In order to ensure that your password is changed in all systems:

Remember...

- 1. ALWAYS CHANGE YOUR PASSWORD USING THIS "PASSWORD SELF-SERVICE " APPLICATION FROM IDENTITY MANAGEMENT.**

Please be advised that temporally you can change your passwords using predetermined methods for each application (Ctrl+Alt+Supr for Windows).

PLEASE DON'T CHANGE YOUR PASSWORD DIRECTLY IN WINDOWS OR SAP.

- 2. When you insert the new password ensure that it IS NOT EQUAL TO ONE OF YOUR LAST 3 PASSWORDS OF ANY SYSTEM.**

This application works according to FCC's password policy. According to this policy you cannot use any of the last 3 passwords of any system (Windows, SAP...). This will generate an error.

4. SELECT NEW PASSWORD BASED ON PASSWORD SUGGESTION AND VALIDATE

SUGGEST PASSWORD:
Random password



Identity Management

Password self-service (name surname) User Manual

User: USER

Domain: FCC

Current password: [masked]

Validate

New password: [input]

Confirm password: [input]

Suggest password

Accept

Password expiration date: 20/9/2015

Authorized applications to your user

- Domain user (Windows account)
- E-mail
- Identity management

REMEMBER: You cannot use the last 3 passwords of any system (Windows, SAP, etc.). If done, that system will be blocked.

SUGGEST PASSWORD: the application offers the user the possibility of suggesting a **random password** or a **seed based password**

The Suggest Passwords button generates a random password. The user can regenerate as many suggested passwords as desired. Finally click on **Accept** or **Cancel**.



Random password

Seed based password:

Based on the word given, the new password will be generated.

Generate

Suggested password: [input]

Accept Cancel



Random password

Seed based password:

Based on the word given, the new password will be generated.

Regenerate

Suggested password: [Pq]tAg53n

Once you click Accept, the password will be no longer visible. Please, make sure you memorize it.

Accept Cancel

4. SELECT NEW PASSWORD BASED ON PASSWORD SUGGESTION AND VALIDATE

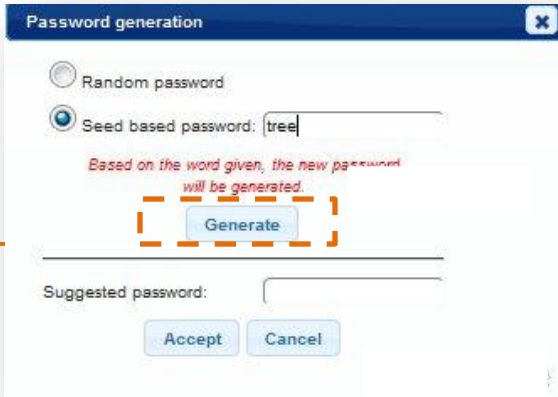
SUGGEST PASSWORD:
Seed based password



The screenshot shows the 'Password self-service' page for a user. The user's domain is 'FCC' and their current password is masked. There are fields for 'New password' and 'Confirm password', with a 'Suggest password' button. A 'REMEMBER' warning states: 'You cannot use the last 3 passwords of any system (Windows, SAP, etc.). If done, that system will be blocked.' The page also shows the password expiration date as 20/9/2015 and a list of authorized applications including 'Domain user (Windows account)', 'E-mail', and 'Identity management'.

SUGGEST PASSWORD: seed based password

The application generates a new password based on the word given as seed. . The user can regenerate as many suggested passwords as desired. Finally click on **Accept** or **Cancel**.



The 'Password generation' dialog box shows the 'Seed based password' option selected with the seed word 'tree'. A 'Generate' button is highlighted with a dashed orange box. Below the dialog, the 'Suggested password' field is empty, and 'Accept' and 'Cancel' buttons are visible.



The 'Password generation' dialog box shows the 'Seed based password' option selected with the seed word 'tree'. A 'Regenerate' button is highlighted with a dashed orange box. Below the dialog, the 'Suggested password' field now contains 'T<Fre<0e', and 'Accept' and 'Cancel' buttons are visible. A note at the bottom states: 'Once you click Accept, the password will be no longer visible. Please, make sure you memorize it.'

3. SELECT NEW PASSWORD BASED ON PASSWORD SUGGESTION AND VALIDATE



Identity Management

Password self-service (name surname) User Manual 

 **User:**

• Domain: **USER**

• Current password:

• New password:

• Confirm password:

Password expiration date: **20/9/2015**

Password policy

- ✓ Password must contain at least one of the following characters: ! | @ # \$ % () = [*] { } < > , ; : . - _
- DO NOT USE ANY SPECIAL CHARACTERS WHICH ARE NOT IN THE ABOVE LIST.
- ✓ Password must not contain the following string(s): SAP , PASS ,
- ✓ Password must not match or contain first name.
- ✓ Password must not match or contain last name.
- ✓ Password must not be longer than 12 character(s).

2. Once you have accepted the suggested password click on **Accept**. The application shows all resources where the password change has been applied.

