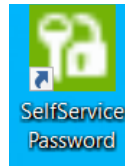


Self-Service Password Reset (SSPR)

Enrolling Verification Methods | Security Questions

Step 1:

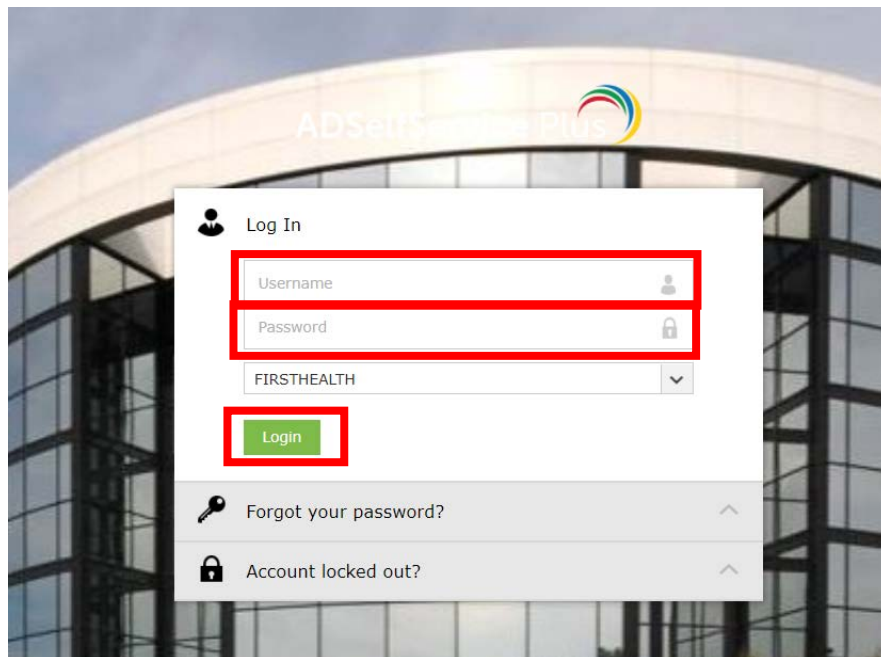
If on the corporate network, click on the Self-Service Password icon on located on your desktop or within VMView.



You can also access ADSelfService Plus within your Internet browser by going to <https://pwreset.firsthealth.org/>.

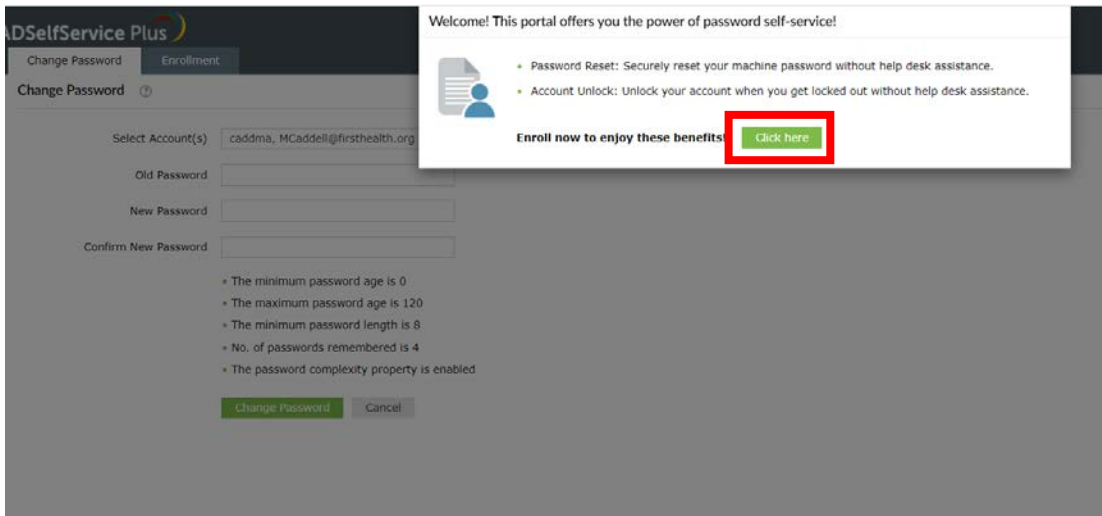
Login with your network Username and Password.

Click < **Login** >.



Step 2:

Click on < **Click here** > to configure your security questions for verification.



Step 3:

From the drop-down boxes, choose the Security Questions you would like to use for authentication and verification. *It is important that you remember the answer to these questions!*

Click < **Next** >.

Please enroll for the forced verification methods enabled for your account.

Security Questions

Question : -- Please Select a Question --

Answer Confirm Answer

Question : -- Please Select a Question --

Answer Confirm Answer

Question : -- Please Select a Question --

Answer Confirm Answer

Hide Answer(s)

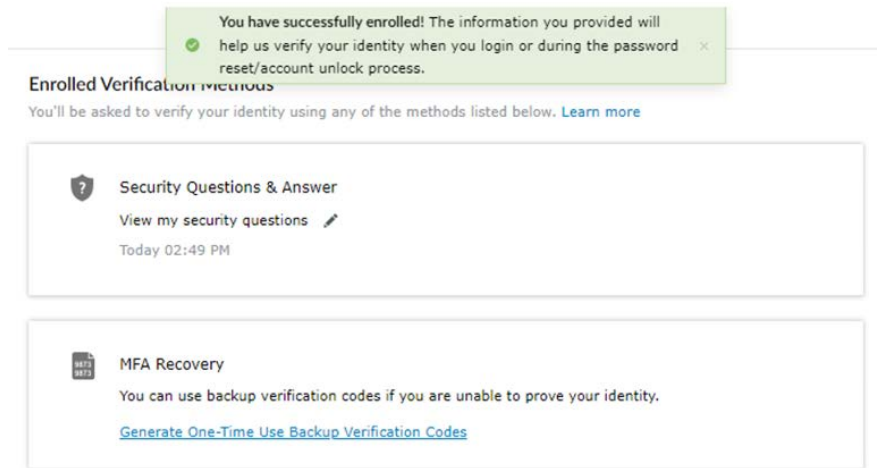
- The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters

Step 1 of 1

Next

Step 4:

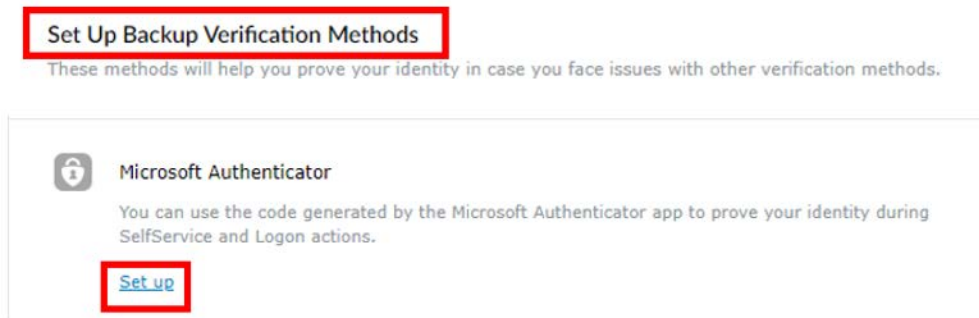
You have successfully enrolled in the verification methods for self-service password reset tool. You may login at any time to adjust your verification methods or security questions.



Step 5:

Now, set up a backup verification method.

From the same screen as Step 4, under the “*Set up Backup Verification Methods*” section, click < **Set up** > for the backup verification method you would like to configure.



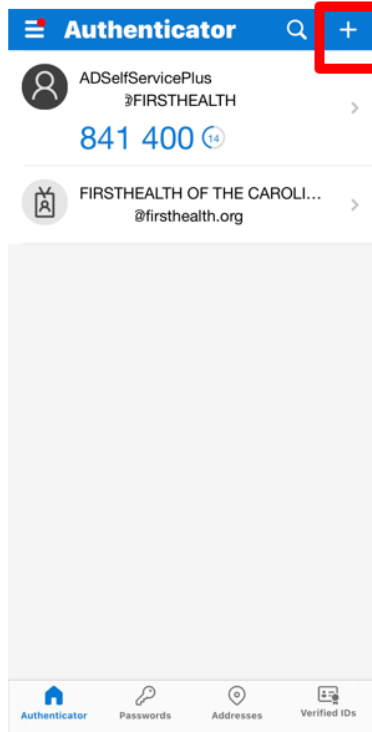
Step 6:

If not installed already on your device, install the Microsoft Authenticator App from the Apple App Store or Google Play Store.

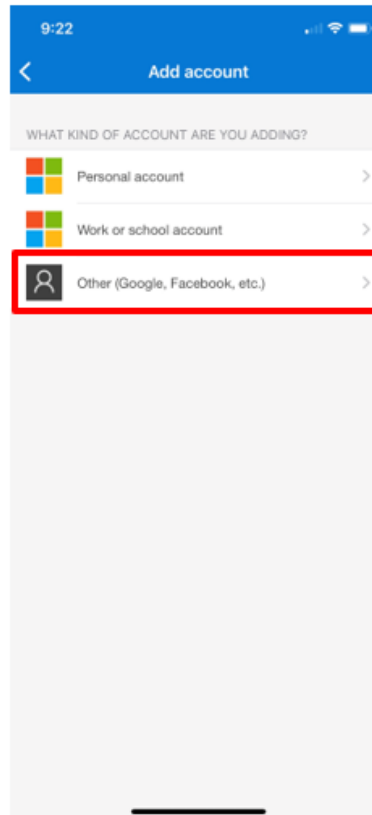
Once installed, open the Microsoft Authenticator App.

(instructions continued on next page)

Select **+** at the top of the screen to Add Account.



Choose **< Other (Google, Facebook, etc.) >**




Scan the QR code to receive a one-time passcode.
Click < **Verify Code** > once complete.

You have now enrolled in backup verification methods to prove your identity should you become locked out of your account or need to use the self-service password reset feature.

Microsoft Authenticator ×

1. Install [Microsoft Authenticator](#).
2. Go to the Microsoft Authenticator app. Select Add account > Other (Google, Facebook, etc.).
3. Scan the displayed QR code. A one-time-passcode is generated in the app.



[Can't scan the QR code?](#)

4. Enter the code generated by the Microsoft Authenticator app

Verify Code

HISTORY:

Created:	11/17/2022	jb/mc	
Revised:	11/29/2022	mc	added icon as login option
Revised:	12/2/2022	mc	added additional images for MS Auth App