
Password Portal

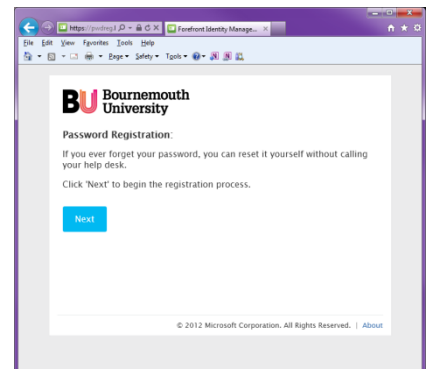
This works for accounts created through the Forefront Identity Manager (FIM) system. The user must register with the portal before they can use the system

To register from within a browser, head to <https://pwdreg.bournemouth.ac.uk>.

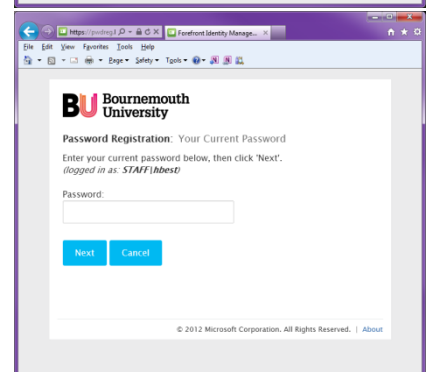
Please note that registration can and will time out. You can register multiple times but it will be last registration that will be used.

If logging on from a BU machine there will be no login prompt. From all other locations you will have to login with <domain>\<username> e.g. staff\another

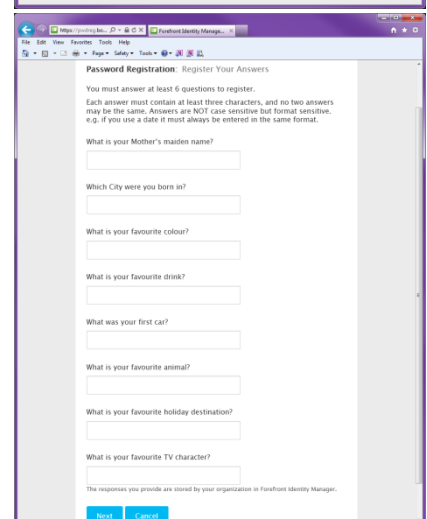
1. Click Next



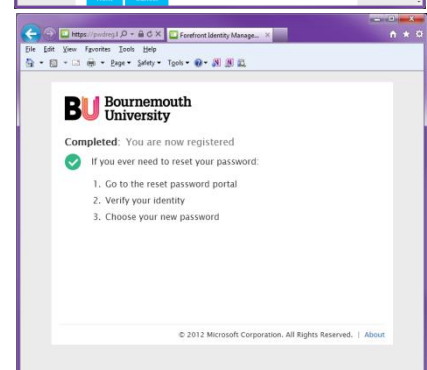
2. Enter your password and click Next



3. Answer at least 6 of the questions and then click Next. The answers are not case sensitive but they are format sensitive, so if entering dates, remember which way format you used



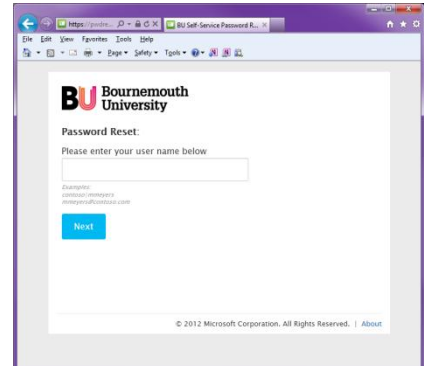
4. Registration is then complete



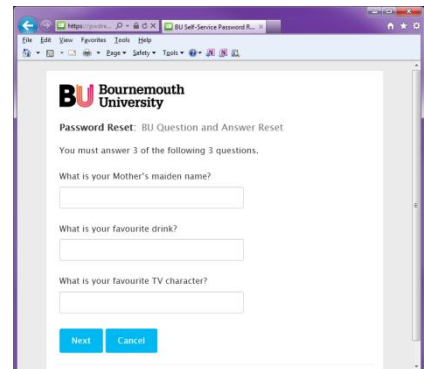
Password Reset from within a browser

Please note that a password reset can take place through a browser from any location.

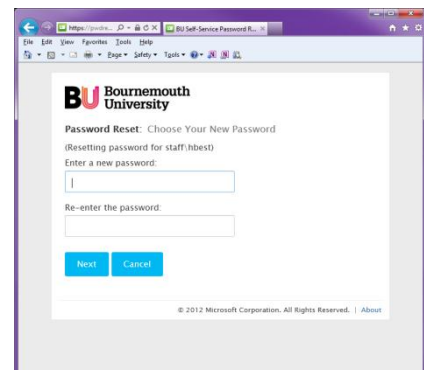
1. Go to: <https://pwdreset.bournemouth.ac.uk>.
2. Enter your username and domain - e.g. staff\another, click **Next**



3. Answer the three questions presented to you - these from the original questions asked within the registration portal. If you didn't answer one of the original questions it will not appear at this stage.



4. Enter your new password, twice then click Next



5. If the answers do not match, then one of the below response above will be presented. There are 3 attempts until access is locked out.

You will be locked out for 15 minutes until access is restored. If you make 3 incorrect attempts, you will be permanently locked out and will need to contact the Service Desk.

