

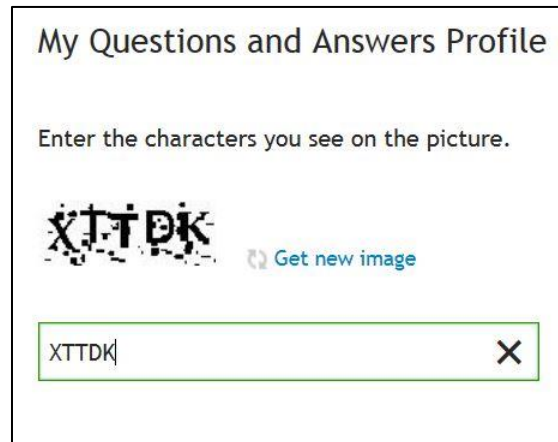
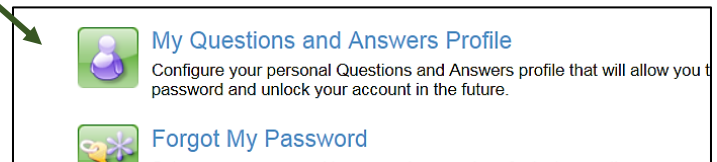
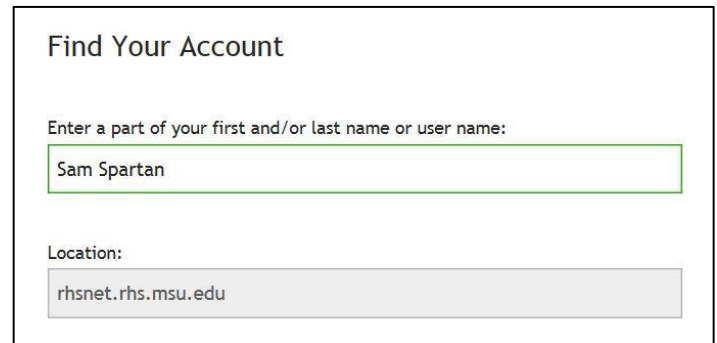
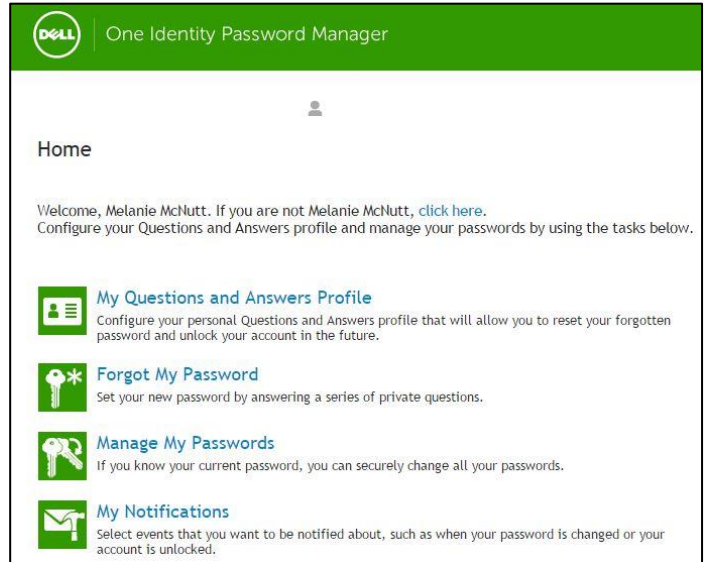


What is the Password-Self Service System?

The RHS Password Self-Service system gives you the power to manage your RHS password using a website. While the IS Help Desk is open Monday-Friday 8 a.m. to 5 p.m., this system gives you round-the-clock control of your password. Once you are registered, you can return to the site to reset your account if it becomes locked from too many incorrect login attempts or to change your settings.

How to Register

- Go to <https://password.rhs.msu.edu> from any internet browser.
- Enter a part of your first and/or last name and click Search. If prompted, click on your name from a list of users.
- On the *Dell One Identity Password Manager* page, click the *My Questions and Answers Profile* link.
- Type in the characters you see in the picture then click NEXT.
- Enter your RHS Windows password, when prompted, and click NEXT.
 - This is the password you use when you log on to an RHS computer.
- Select a security question and enter your answer. Then, in the "Create your own question" field type in a question and an answer that only you would know then click NEXT.
- You are all done! And can use the system at any time. Exit the system using the logout link in the upper right corner or you can click "Go to home page" to see all the functions available in the system.





What to do if you forgot your password

- Access the RHS Password Self-service website using someone else’s computer or by using a mobile device. Browse to password.rhs.msu.edu.
- Or, if your RHS computer has a “forgot my password” link on the login page, you can get to the system by clicking it.
- Type your first and/or last name and click search. If prompted, select your name from a list of users.
- Click *Forgot My Password*.
- Type the characters you see on the screen and click Next.
- Answer the security question that you set up previously during registration.
- Enter a new password that meets password requirements and is not one you have used in the past.
- Confirm the password then click NEXT.
- If successful, you are done and can log in to RHS computers. Errors? Try choosing a different password. Remember to update your password on your phone or iPad as well.



My Questions and Answers HOME
Configure your personal Questions and Answers profile that will allow you to reset your forgot password and unlock your account in the future.

Forgot My Password
Set your new password by answering a series of private questions.

Manage My Passwords
If you know your current password, you can securely change all your passwords.

One Identity Password Manager

Manage My Passwords

Enter new password.

Your new password must comply with the password policy:

- The password must meet the system complexity requirements:
 - Not contain all or part of the user's account name
 - Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numerals (0 through 9)
 - Non-alphabetic characters (such as !, \$, #, %)
- The password must meet the password length requirements of the system. The minimum password length: 8.
- The password must meet the password history requirements of the system. The number of passwords to store: 24.
- The password must meet the password maximum age requirements of the system. Maximum password age: 90.

New password:

Confirm new password:

How to unlock your account

- Visit password.rhs.msu.edu from another computer, smart phone, tablet, or by clicking the “Forgot my password” link on an RHS computer.
- Find your name and click Unlock My Account.
- Type the characters you see on the screen and click Next.
- Answer the security questions you set up during registration then click NEXT.
- A message will display if successful.
- You may now login to any RHS computer.

Forgot My Password
Set your new password by answering a series of private questions.

Unlock My Account
You can unlock your account by answering a series of private questions.

Enter the characters you see on the picture.

DURH3 [Get new image](#)

Your account was successfully unlocked

[Go to home page](#)



Managing your questions

- In a web browser, go to password.rhs.msu.edu or click the “Forgot my password” link on the log in page of an RHS computer.
- Type your name and find your listing.
- To change the security questions you set up for yourself during registration, click on *My Questions and Answers Profile* from the home page.
- Enter the characters you see on the screen then click Next.
- Enter your RHS network password.
- You can now manage your questions and answers.
- Click Next to save your changes and a page will confirm you have successfully updated your questions.

My Questions and Answers Profile
Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.

Forgot My Password

Enter the characters you see on the picture.

KJ 4 NG [Get new image](#)

Questions and Answers profile was successfully updated

[Go to home page](#)

Changing your password

- In a web browser, go to password.rhs.msu.edu or click the “Forgot my password” link on the log in page of an RHS computer.
- Type your name and find your listing.
- If you know your current password and would like to change it, click *Manage My Passwords* on the home page.
- Enter the characters you see on the screen then click Next.
- Type your current RHS password.
- Create a new password and enter it twice to verify your passwords match then click Next.
- You have now changed your password. It might take several minutes before this password becomes active on your RHS computer.
- Update your password on any mobile device used for syncing your RHS Outlook mail, calendar or contacts.

Manage My Passwords
If you know your current password, you can securely change all your passwords.

My Notifications

Enter the characters you see on the picture.

C2H-7 [Get new image](#)