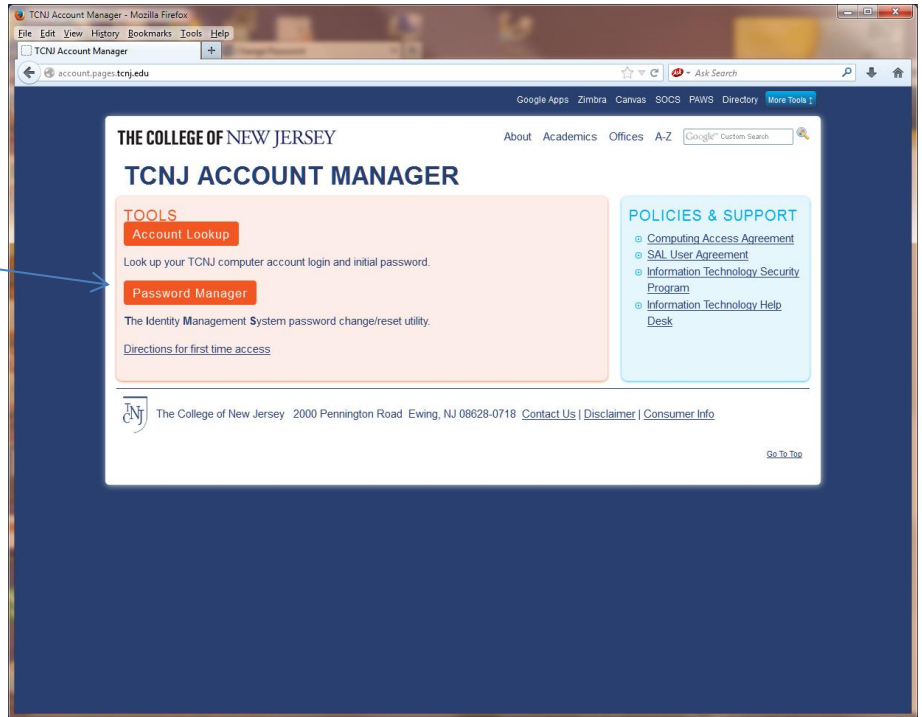




## SETTING SECURITY QUESTIONS / CHANGE PASSWORD

1. Passwords are required to be changed every 90 days
2. To change passwords or set security questions, go to: **account.tcnj.edu**
3. Click on **Password Manager**

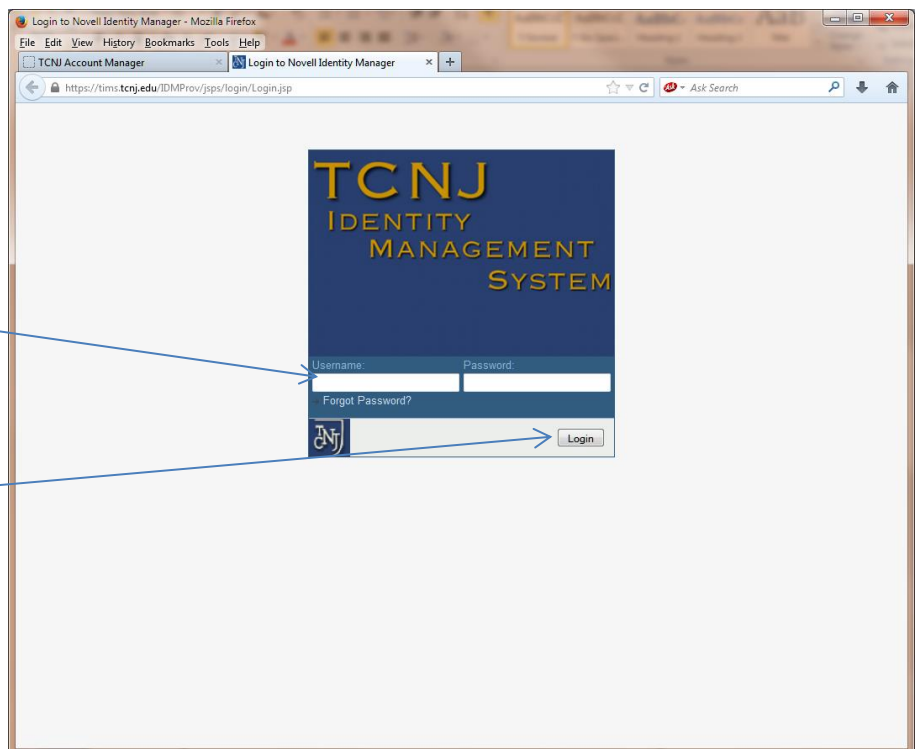
Password Manager



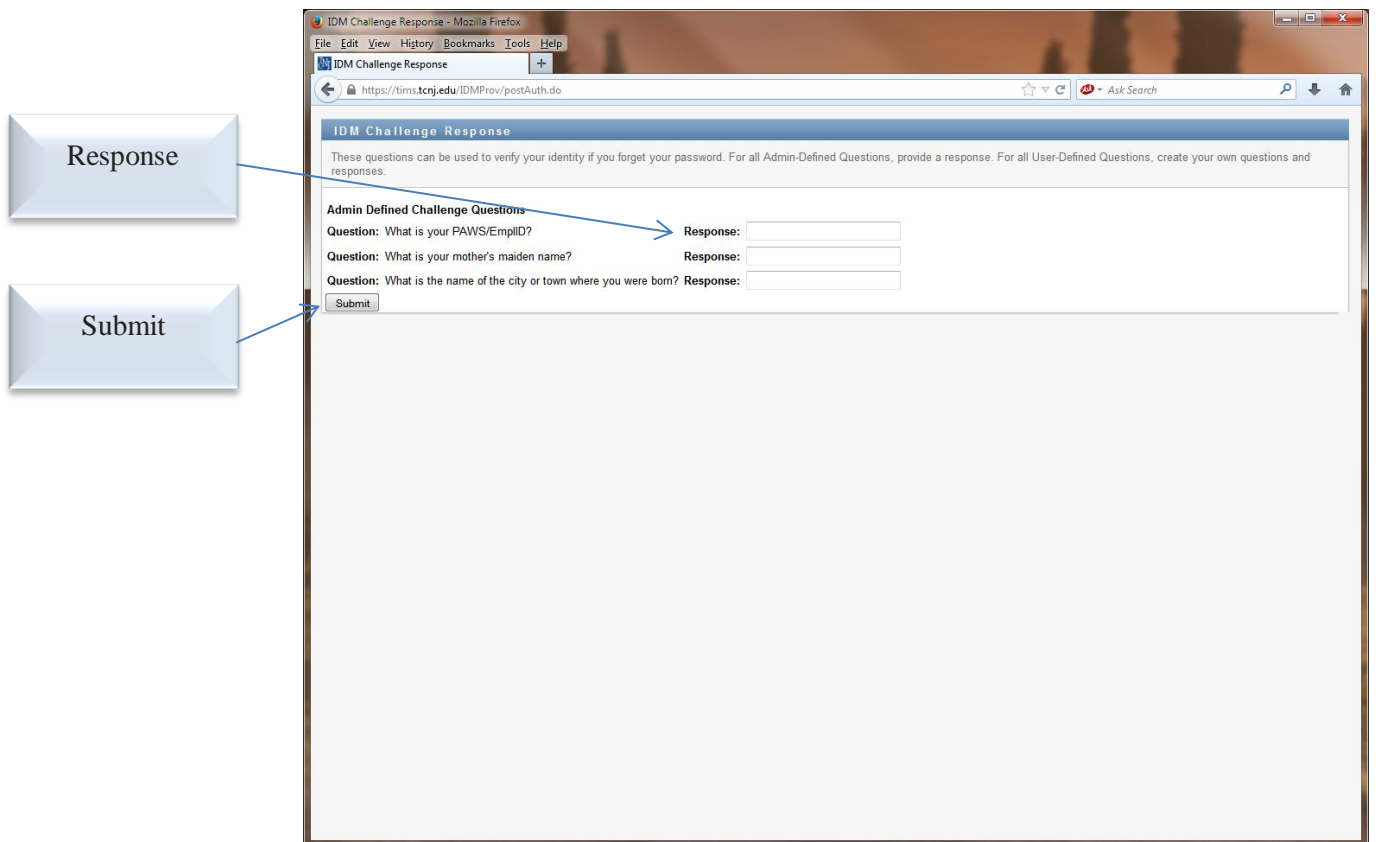
4. Type user name & password in the appropriate fields
5. Click on **Login**

User name & Password

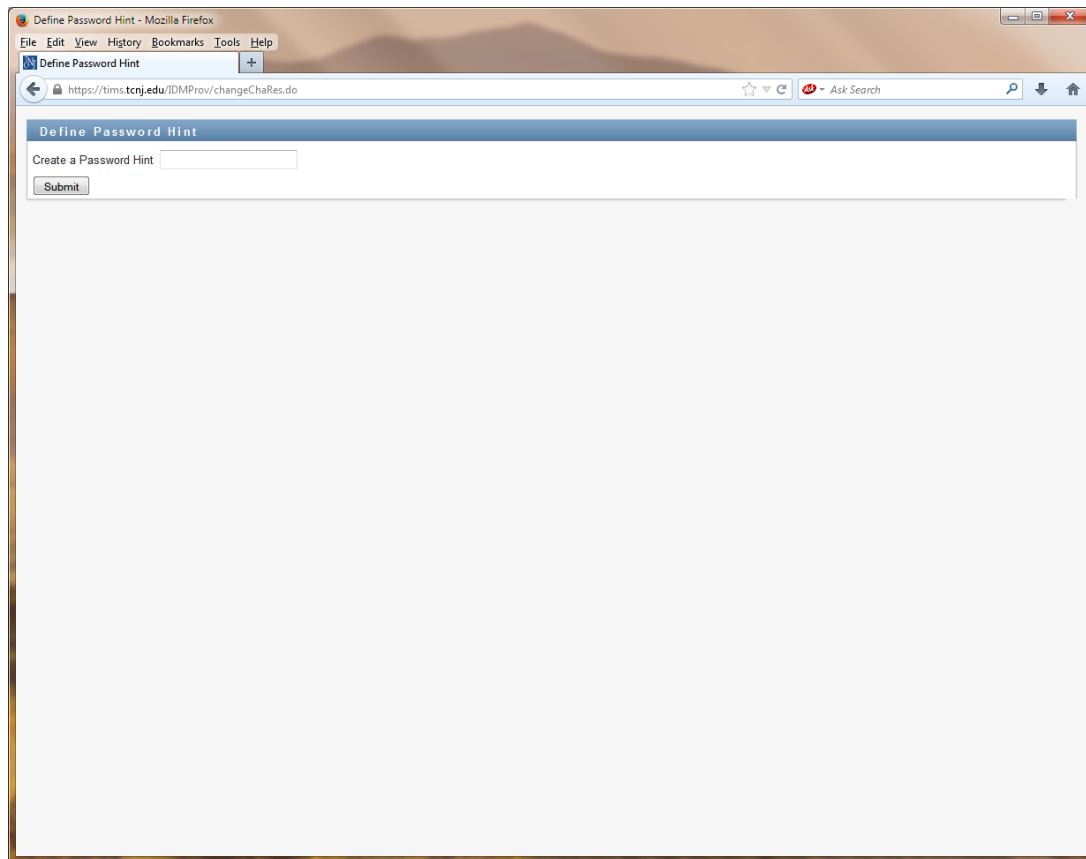
Login



6. If the **Security questions** have not been assigned, they will appear
7. If the **Security questions** have already been set, the window will not appear so they may be answered
8. Answer the questions in the **Response** field
9. The answer does not need to be the correct answer, for example: the response to PAWS/EmplID could be: **Yankees**
10. The user needs to remember the values assigned for each question so that the correct response could be provided when required
11. The same value cannot be used for all the questions
12. When all questions have been answered, click the **Submit** button



13. Assign a password hint & click **Submit**
14. This will appear if the password has been forgotten

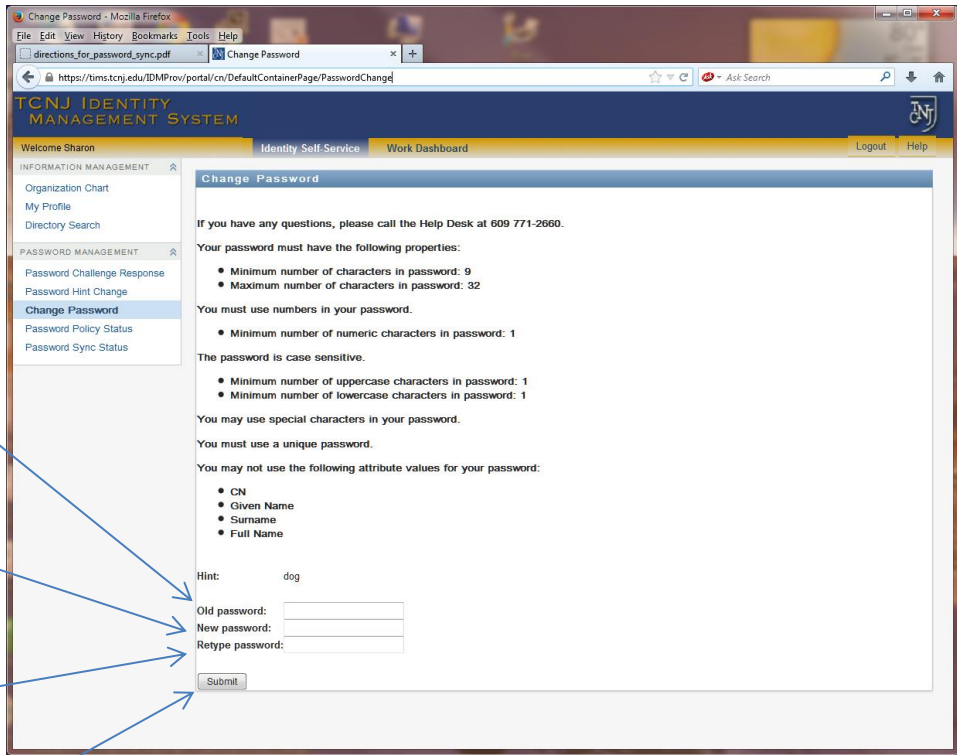


15. The **Change Password** window will appear
16. Type the current password in the **Old password** field
17. Type the **New password** , then **Retype Password**
18. Click **Submit** button
19. The new password has now been reset

Passwords cannot include user names or display names

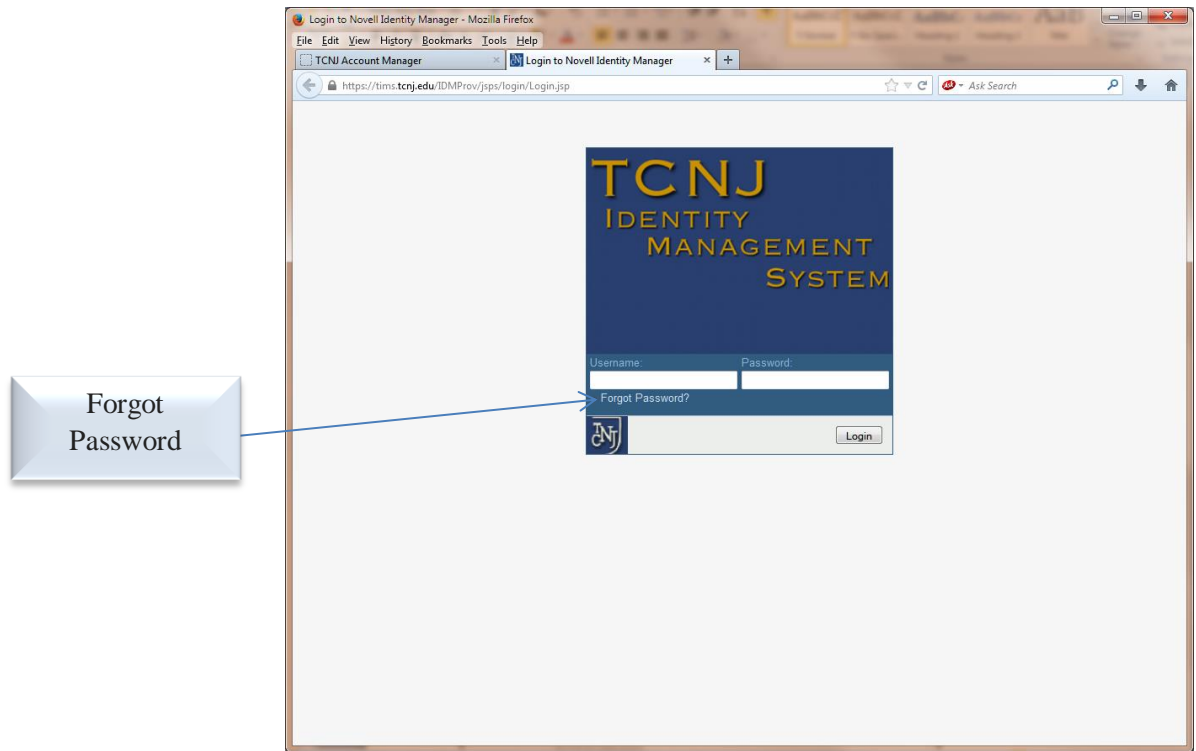
**Passwords MUST:**

- ◆ Be at least 9 characters long & can be up to 32 characters long
- ◆ Contain at least one upper case character
- ◆ Contain at least one lower case character
- ◆ Contain at least one numeric character
- ◆ Symbols, such as ! # @ % ^ & ? +, are encouraged but not required

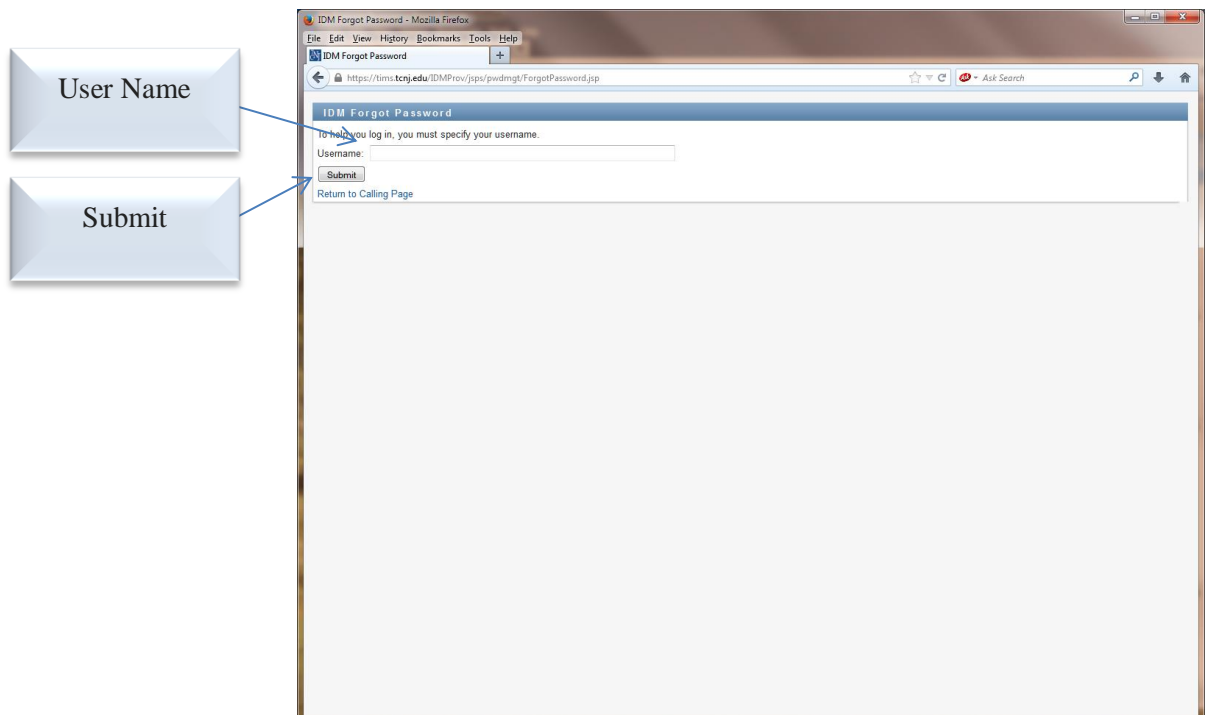


# FORGOTTEN PASSWORD

1. Click on **Forgot Password?**



2. Type user name & click **Submit**



3. Answer the security questions as previously answered in the **Response** fields & click **Submit**

Responses

Submit

IDM Forgot Password - Mozilla Firefox

File Edit View History Bookmarks Tools Help

IDM Forgot Password

https://ims.tcnj.edu/IDMProv/forgotUser.do

IDM Forgot Password

Please provide a response for each presented challenge.

Question: What is your PAWS/EmpID? Response: ●●●●

Question: What is the name of the city or town where you were born? Response: ●●●●●●●●

Submit Enter Response in clear text

4. The **Change Password** window will appear
5. If a **Hint** was provided, it will be displayed
6. Type the **New Password**, then **Retype Password**
7. Click on **Submit**
8. The new password has been updated
9. This will be effective for all accounts (Email, PAWS, Canvas, SOCS, YESS)

Passwords cannot include  
user names or display names

**Passwords MUST:**

- ◆ Be at least 9 characters long & can be up to 32 characters long
- ◆ Contain at least one upper case character
- ◆ Contain at least one lower case character
- ◆ Contain at least one numeric character
- ◆ Symbols, such as ! # @ % ^ & ? +, are encouraged but not required

