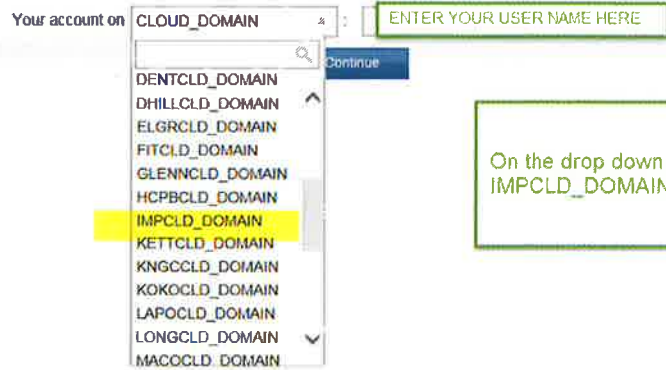


How to Utilize PSYNC to update or change your password if it is forgotten

1. All employees must register for Psync in order to update or retrieve a password.
2. Log into the following URL: <https://vorpsync.aspgov.com>
3. Use the dropdown to locate IMPCLD_DOMAIN then enter your user name.

Hitachi ID Identity and Access Management Suite: Login

Enter your account:



The screenshot shows a login form with the text "Your account on" followed by a dropdown menu. The dropdown menu is open, showing a list of domains: CLOUD_DOMAIN, DENTCLD_DOMAIN, DHILLCLD_DOMAIN, ELGRCLD_DOMAIN, FITCLD_DOMAIN, GLENNCLD_DOMAIN, HCPBCLD_DOMAIN, IMPCLD_DOMAIN (highlighted in yellow), KETTCLD_DOMAIN, KNGCCLD_DOMAIN, KOKOCLD_DOMAIN, LAPOCLD_DOMAIN, LONGCLD_DOMAIN, and MACOCLD_DOMAIN. To the right of the dropdown is a text input field with the placeholder "ENTER YOUR USER NAME HERE" and a "Continue" button.

On the drop down select
IMPCLD_DOMAIN

4. Next enter your password and verify it.

Verify password

Enter password:



The screenshot shows a password verification form. It has a text input field labeled "Enter password for IMPCLD_DOMAIN:" with a masked password (dots). Below the input field is a "Verify password" button. A red arrow points to the button.

Next select Verify password
(this takes a few minutes)

How to Utilize PSYNC to update or change your password if it is forgotten

- 5. You will need to answer some security questions and create one of your own. You can choose which questions you want by using the drop down menu.

Update security questions

HITACHI

Questions still required [0]

Standard questions

Delete?	Question	Answer
<input type="checkbox"/>	What city were you born in? (1-99 characters)
<input type="checkbox"/>	What is the farthest from home you have traveled? (1-99 characters)
<input type="checkbox"/>	What was the first vehicle you drove? (1-99 characters)
<input type="checkbox"/>	What is your favorite pets name? (5-20 characters)
<input type="checkbox"/>	What is your favorite game or sport to play? (1-99 characters)

User defined questions

Questions still required [1]. Minimum answer length [5]

Delete?	Question	Answer
<input type="checkbox"/>	Husbands Name

Update

Note: Leading and trailing spaces will be removed.
Format requirement help

- 6. Once updated you can log out.

HITACHI

Hitachi ID Identity and Access Management Suite menu

- Password Manager**
 - My profile
 - Change passwords
 - Unlock accounts
 - View / Update profile information
- General**
 - My profile
 - Update security questions
 - Attach other accounts

Log out

https://idpsync.sagecor.com/horizon/psf.exe

How to Utilize PSYNC to update or change your password if it is forgotten If you forget your password follow the following instructions.

1. Log into the following URL: <https://vorpsync.aspgov.com>
2. Use the dropdown to locate IMPCLD_DOMAIN then enter your user name.

Hitachi ID Identity and Access Management Suite: Login

Enter your account:

Your account on

CLOUD_DOMAIN

DENTCLD_DOMAIN

DHILLCLD_DOMAIN

ELGRCLD_DOMAIN

FITCLD_DOMAIN

GLENNCLD_DOMAIN

HCPBCLD_DOMAIN

IMPCLD_DOMAIN

KETTCLD_DOMAIN

XNGCCLD_DOMAIN

KOKOCLD_DOMAIN

LAPCLD_DOMAIN

LONGCLD_DOMAIN

MAGCCLD_DOMAIN

ENTER YOUR USER NAME HERE

On the drop down select IMPCLD_DOMAIN

3. Answer security questions to log into your account

Hitachi ID Identity and Access Management Suite: Login

Authentication methods:

Use password

Answer security questions



4. Once you have answered the security questions press continue.

Security questions

Please answer all of the following questions correctly before proceeding.

What city were you born in?

Where did you take your honeymoon?

Husbands Name

Continue

How to Utilize PSYNC to update or change your password if it is forgotten

5. Now you can change your password by selecting change password.

Hitachi ID Identity and Access Management Suite menu

Your last successful login was at 8/16/2018 2:37 PM .

Password Manager

My profile

- Change passwords
- Unlock accounts
- View / Update profile information

General

My profile

- Update security questions
- Attach other accounts

(You can also update your security questions and update your profile information)

6. Be sure to follow the password requirements.

Passwords Shelly Smail

Change passwords on these accounts:

<input checked="" type="checkbox"/>	Account	Target system
<input checked="" type="checkbox"/>	smais	IMPCLD_DOMAIN

Enter a new password:

The password must:

- have from 8 to 128 characters
- include both uppercase and lowercase letters
- have at least 1 digits
- not be the profile ID or name
- not be the profile ID or name backwards
- not contain the profile ID or name
- not contain the profile ID or name backwards
- not be a password used during the past 120 days

New password:

Confirm:

Change passwords

7. Once changed log out.