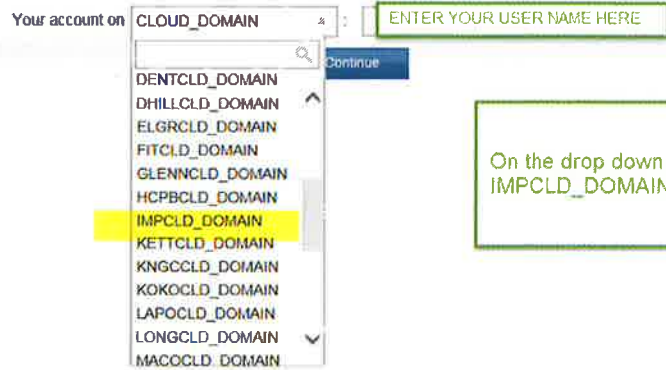# How to Utilize PSYNC to update or change your password if it is forgotten

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:

| | |
|---|---|
| Your account on CLOUD_DOMAIN | ENTER YOUR USER NAME HERE |

Continue

DENTCLD_DOMAIN
DHILLCLD_DOMAIN
ELGRCLD_DOMAIN
FITCLD_DOMAIN
GLENNCLD_DOMAIN
HCPBCLD_DOMAIN
IMPCLD_DOMAIN
KETTCLD_DOMAIN
KNGCCLD_DOMAIN
KOKOCLD_DOMAIN
LAPOCLD_DOMAIN
LONGCLD_DOMAIN
MACOCLD_DOMAIN

On the drop down select
IMPCLD_DOMAIN

4. Next enter your password and verify it.

## Verify password

Enter password:

Enter password for IMPCLD_DOMAIN:  ●●●●●●●●

Verify password

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.



6. Once updated you can log out.

# 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

ENTER YOUR USER NAME HERE

Continue

DENTCLD_DOMAIN
DHILLCLD_DOMAIN
ELGRCLD_DOMAIN
FITCLD_DOMAIN
GLENNCLD_DOMAIN
HCPBCLD_DOMAIN
IMPCLD_DOMAIN
KETTCLD_DOMAIN
KNGCCLD_DOMAIN
KOKOCLD_DOMAIN
LAPOCLD_DOMAIN
LONGCLD_DOMAIN
MACOCLD_DOMAIN

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 hae 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:**

| ☑ | Account | Target system |
|---|---------|---------------|
| ☑ | smals | 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.