

Tech Training: Password Manager

Protocol:

1. Identify the client
2. Validate their identity
 - a. Picture ID
 - b. Non-Taylor email
 - c. Banner data
3. Select new password
 - a. Minimum requirements verified by Active Directory

Tools:

1. Any Taylor domain computers (Ctrl-Alt-Del > Change Password)
2. Password Manager (<http://passwords.taylor.edu>)
3. Users & Computers AD plugin (staff access only)

Below is a link to our client tutorial for changing or resetting a Taylor network password using Password Manager. The important thing to know about resetting a password is that Password Manager pulls Banner data to verify the identity of the client. This is why clients must choose to receive a verification email or have to enter their Taylor ID # and SSN. New passwords must meet all listed minimum requirements.

Client Tutorial: <http://4040.taylor.edu/Tutorials/PasswordManager/PasswordManager.pdf>