HOW TO ENROL FOR THE PASSWORD MANAGER
ON OR OFF CAMPUS

Once you have enrolled to use the new Password Manager you will be able to:

- Reset a forgotten password at any time on or off campus using secret questions and answers without having to contact the IT Support Desk.
- Change your password at any time on or off campus.

To enrol for the Password Manager on or off campus:

1. Go to [https://password.napier.ac.uk/](https://password.napier.ac.uk/) and click on Enrol for Password Manager:

   **Welcome to Password Manager**
   
   I want to:
   
   - Change My Password
   - Enrol for Password Manager

   **Forgotten Password / Password Not Working?**
   You will need to have enrolled for the Password Manager before being able to use the reset password function.

   - Reset My Password

   If you have any problems, please do not hesitate to contact the IT Support Desk by:
   
   - email: citsupport@napier.ac.uk
   - Phone: +44 (0)131 455 3000

   **Please note:** If you are enrolling off campus you will be prompted to log in:

   - In the user name field enter “napier-mail\"" followed by your Login ID.
   - In the password field enter your University password.
   - Click OK:

   ![Windows Security dialog box]
   
   Enter “napier-mail\"" followed by your login ID
   
   Enter your password
   
   Click OK

   The Password Reset Enrolment screen will appear:
2. Enter your current password in the space provided and click Next.
3. You will be prompted to answer the first secret question:

Answer the question and click Next. Please note: as you type your answer the text will be shown as dots but if you want to see what you are typing you can click on the Show characters checkbox.

4. Follow the on screen instructions to answer the other 2 secret questions (you choose the last question yourself from the drop down menu) and click Next.

5. Once you have answered your 3 questions a screen will appear confirming that you have answered the questions. You can click on the Show answers checkbox to display your answers:
6. Click **Finish**. You will see a screen confirming that you have enrolled for the Password Manager:

You will also receive an email into your Edinburgh Napier University email account.

**Please note:** if you are enrolling for the Password Manager on campus, you also enrol by clicking on the enrolment notification which appears in the bottom right of your screen:

Alternatively, you can enrol on campus by going to: Start > All Programs > Specops Software > Specops Password Reset > Enrol for Password Reset.