ACTIVE DIRECTORY SELF SERVICE PASSWORD

User Guide

How to use Active Directory Self Service Password (ADSSP)?
Open the website from your machine <mark>http://password.kfupm.edu.sa</mark>

➢ **LOG IN OPTION: -**
▪ **Log- in with your KFUPM username & Password.**

▪ **After that you can choose the Second factor Authentication, either SMS or Authlogics**

Select one of the option below to prove your identity
This process helps us verify that it is indeed you who is requesting access

◉ SMS Verification
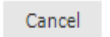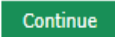◯ Authologic Authentication

Cancel   Continue

1. **When you choose to authenticate via SMS:**
*   Scroll down and choose your phone number.

Get a verification code via SMS

Select your mobile number

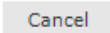--- Select Mobile No. --- ∨

Cancel   Continue

*   Entre the verification code that you receive it via SMS.

Verification code has been sent to 96******50**

Once you have received the code, Please enter it in the textbox below
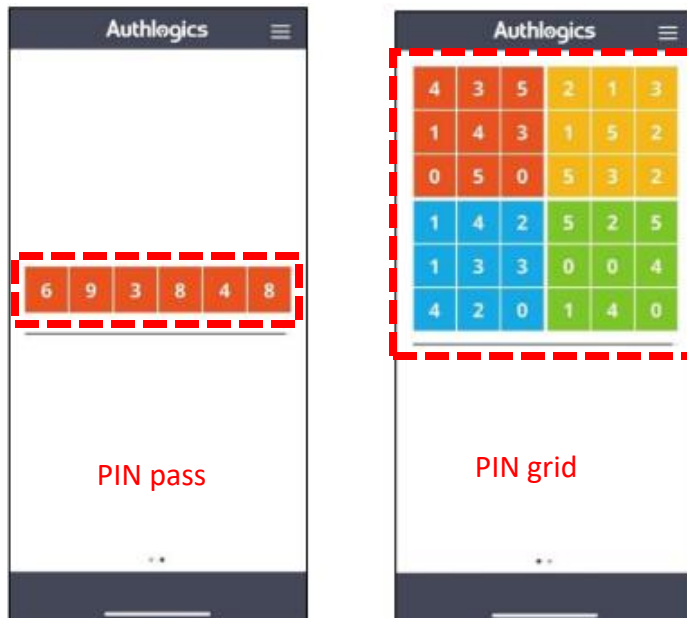
Resend Code

☐ Trust this browser
Trusted browsers will expire after 180 day(s)

Cancel   Continue

*   You are logged in successfully.
*   When you logged in, you can change your password.

2. When you choose to authenticate via Authlogics:

- Enter your PINpass or PINgrid that appears via Authlogics app.

PIN pass

PIN grid

Note: if you don't have Authlogics and want to know how to use it, please follow "Multi-factor Authentication (MFA) – User Guide"

Please verify your Authologic Account

Enter Authologic password for the user,

Enter Password

☐ Trust this browser
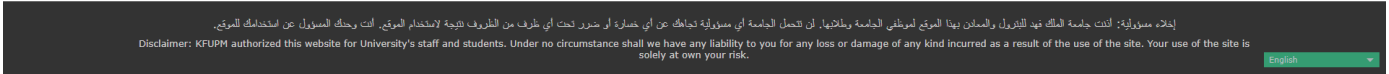Trusted browsers will expire after 180 day(s)

Cancel   Continue

- You are logged in successfully.
- When you logged in you can change your password.

➢ **FORGET PASSWORD OPTION:-**

▪ **Click on forget option, then enter your username to reset your password.**

▪ **After that you have to use two factors to authenticate your account to reset password via SMS and Authlogics**
1. **SMS: You have to verify your identity at first via SMS … scroll down and choose your phone number.**

- Entre the verification code that you receive it

Verification code has been sent to 96******50**

Once you have received the code, Please enter it in the textbox below

[   ]   Resend Code

☐ Trust this browser
Trusted browsers will expire after 180 day(s)

Cancel   Continue

2. **You have to verify your identity via Authologics app … your PINpass or PINgrid that appeared in authologics app.**

Please verify your Authologic Account

Enter Authologic password for the user,

[Enter Password   ]

☐ Trust this browser
Trusted browsers will expire after 180 day(s)

Cancel   Continue

- You can reset your password here, then you can login using your new password

Reset Password

*New Password   [   ]

*Confirm New Password   [   ]

— Minimum length should be at least 12
— Number of special characters to include 1
— Must start with an uppercase alphabet or a lowercase alphabet
— Must contain at least 1 upper case character(s)
— Must not be a palindrome
— Must not have 2 consecutive character(s) from username
— Must not contain restricted patterns List
— Number of unicode characters to include 1

Cancel   Reset Password