Password Manager Self-Service Portal User Guide v1.3

Table of Contents

Logging into the Password Manager Self-Service Portal	3
Logging into the Password Manager with Network/Outlook/WSL Account	4
Logging into the Password Manager with RSA SecurID	5
Logging into the Password Manager with Q&A	6
Creating Your Security Profile	7
Changing Your Network/Outlook/WSL Password	12
Changing Your \$account Password	14
Changing Your RACF Account Password	16
Changing Generic Account Password	17
Setting Up Alternate Email Account	20
Changing Alternate Email Account	22

Logging into the Password Manager Self-Service Portal

To access the Password Manager website from the Ford network or Internet, enter the following URL into your browser's address bar, then press **Enter**.

https://www.changepassword.ford.com

You can log into the Password Manager self-service portal using one of the following methods:

1. Using your Network/Outlook/WSL account (default).



- 2. <u>Using your CDSID and SecurID Passcode</u> (generally for Ford Salaried employees only). On the login page, click on the **RSA SecurID** tab to use this method.
 - Note: If you are accessing the site from the public internet or have forgotten your \$account password, you will need to use this option to change your \$account password.



- 3. <u>Answering the security questions</u> you set up in <u>Creating Your Security Profile</u> below. On the login page, click on the **Q&A** Tab to use this method.
 - Note: The first time you log into Password Manager, you will be required to create a new security profile. If you have not previously logged into Password Manager, you will not be able to use this option.



If you cannot log in using your Security Profile and have forgotten your password, you will need to contact the Help Desk at **1-888-317-4957** in order to get your password reset.

Logging into the Password Manager with Network/Outlook/WSL Account

1. To access the Password Manager website from the Ford network or Internet, enter the following URL into your browser's address bar, then press **Enter**.

https://www.changepassword.ford.com

← → C D https://www.chan	gepassword.ford.com/	
Ford PASSWORD Ho		Q EN - 🕹 Sign in
Mandalan	Welcome Please Sign nilo Password Manager	
	Password RSA SecuriD @ 084	
	CDSID	
	Password	
	I agree to the <u>Terms & Conditions</u>	to all opposition and
	Sign in	

2. Enter your CDSID in the **CDSID** field and current valid password in the **Password** field, read the **Terms and Conditions** and agree to them by checking the box, and click the **Sign In** button.

Ford PASSWORD He	ome	. la	QEN - ≜Sign in
Welco Please Sign	me Linto Password Marlager		Rear
Passy	word RSA SecuriD	ASD	
→) Sig	on in with CDSID	~	
	I agree to the <u>Terms & Cond</u> Sign in	<u>tions</u>	

Logging into the Password Manager with RSA SecurID

1. To access the Password Manager site from the Ford network or Internet, enter the following URL into your browser's address bar, then press **Enter**.

https://www.changepassword.ford.com

2. Click the **RSA SecurID** tab to log in using your SecurID passcode, then click the **Sign in with SecurID** button.

Q 🕁 🚺 🐿		ord.ford.com/signin.aspx	-
OPEN - ▲Sign in	QEN- AS	P	Tord PASSWORD Home
		<text><text><text><text></text></text></text></text>	
		www.enforcement).	

3. Enter your CDSID in the **CDS ID** field and Soft Token **Passcode** or your Hard token (PIN + Tokencode displayed on SecurID token) in **PASSCODE** field, then click **Submit**.

$\leftrightarrow \Rightarrow G$	🔒 https://www.secureauth.ford.com/login.cgi?WsIIP=19.86.86.69&back=https://www.secureauth.ford.com/Fe 🕏		9	:			
Web Sin	gle Login SecurID Authentication	Secu	ID He	:lp			
WARNING! THIS IS A FOI RESULT IN CH ASSIGNMENT	RD MOTOR COMPANY PRIVATE COMPUTER SYSTEM. USAGE MAY BE MONITORED. UNAUTHORIZED ACCESS OF RIMINAL OR CIVIL PROSECUTION, DISCIPLINE UP TO AND INCLUDING TERMINATION OF EMPLOYMENT, TERMINA , OR LOSS OF ACCESS.	USE I	MAY)F				
By signing on t and the other of information, sy shared among authorities (incl	By signing on to the system I agree that, where consistent with applicable law: 1) I understand and will comply with the provisions of Ford Directive B-109, and the other confidentiality policies listed below, 2) I do not have any expectation of privacy in my use of the system, and 3) Ford actively monitors its information, systems, and data to identify and respond to security threats and losses, and any information or data identified through this monitoring may be shared among Ford and Ford's global affiliates and service providers, through approved processes or where legally required, and provided to government authorities (including law enforcement).						
Ford recognize requirements.	s that in certain jurisdictions there are specific laws, regulations, and labor agreements that may apply, and Ford will comply w Click here for additional important terms and conditions,	ith suc	h				
The page you	are attempting to access requires that you authenticate using your SecurID token						
Please enter y	our CDS ID and SecurID PASSCODE						
	CDS ID: johndoe						
	PASSCODE: Submit Reset						

Logging into the Password Manager with Q&A

1. To access the Password Manager site from the Ford network or Internet, enter the following URL into your browser's address bar, then press **Enter**.

https://www.changepassword.ford.com

2. Click the **Q&A** tab, enter your CDSID in the **CDSID** field and click the **Sign in** button.



3. The screen will expand, and you will be prompted to respond to three of the security questions you selected during the first time profile set up procedure (see the Creating your Security Profile section). Answer these questions by typing the answer into each box, read the terms and conditions (Terms and Conditions link below the questions), agree to them by checking the box, and click on Sign In again.

PASSWORD	tone e	OEN- ASignin
	Please Stort into Promoving Manager	
	Question / Answer	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
1	johndoe 🗸	
	> What was your childhood nickname?	
	Your Answer	
	> In what City or Town was your first job?	U.L. CARLING BALANCE
1. 1.	Your Answer	No. of Concession, Name
	> What is your maternal grandmother's maiden name?	
A HANNA	Your Answer	
11	I agree to the <u>Terms & Consistors</u>	
A starting the	Sign in	The second second

Creating Your Security Profile

To use the Password Manager self-service portal to reset your password, you must first enroll and answer a series of security questions that will be used to authenticate your identity if you forget your password.

Enrollment is simple and requires two steps:

- i. Log in using your network account (CDSID) or RSA SecurID Passcode
- ii. Answer security questions

You must answer at least the minimum number of questions required to complete your security questions profile. Each answer must be unique and at least five characters long. The answers should be something that's easy for you to remember, but difficult for someone else to guess.

1. To access the Password Manager self-service portal from the Ford network or Internet, enter the following URL into a browser:

https://www.changepassword.ford.com

← → C [] https://www.changepassword.ford.com/	
Ford PASSWORD Home	🛛 EN 🗸 🔺 Sign in
Welcome	
Please Sign into Password Manager.	17.90-
Sign in with CDSID	
CDSID	
Password	
I agree to the Terms & Conditions	
Sign in	

2. Enter your CDSID in the **CDSID** field and current valid password in the **Password** field, read the **Terms and Conditions** and agree to them by checking the box, and click the **Sign In** button.

Ford PASSWORL	Home		-0	O EN -	Å Sign in
	Velcome Please Sign into Pass	word Manager	e asa	~~	-
	➡3 Sign in w johndoe	ith CDSID	~	de contrar a	
		to the <u>Terms & Con</u>	itions		
		Sign in			

3. Once you login, you will be taken directly to the Security Questions page.

Dashboard	A You m	ust complete enrollment. The security questions profile is	incomplete.		
Change Password Unlock Account Set Alternate Email Security Questions	Dashboard ► Answering set from the list, y characters.	Security Questions accurity questions helps us verify your identity and protect you may also create your own questions if you prefer. Th	your account. Please select 3 Questic e answers must not be less than 5	ms	
Reset Other Accounts	7	Question	Answer		
	1.	Choose A Security Question	Add your answer here		
	2.	Choose A Security Question	Add your answer here		
	3.	Choose A Security Question	Add your answer here		
	+ 444	(Ontional). You may enhance your security by adding	more security questions and answers		

4. From the drop-down box, choose the question you would like to answer, and type in the answer in the **Answer** field.

ORD He	ome		ØEN -	Hello John (J), Doe	🛔 Sign ou
A You mu	ust complete enrollment. The security questions profile is i	ncomplete.			
Dashboard	Security Questions				
Answering se from the list, y characters.	curity questions helps us verify your identity and protect y you may also create your own questions if you prefer. The	rour account. Please select 3 answers must not be less the	Questions an 5		
#	Question	Answer			
1.	In what City or Town did you meet your spous 🔹	Add your answer here			
2.	Choose A Security Question	Add your answer here			
3.	Choose A Security Question In what City or Town did your parents meet? In what City or Town was your first job?				
+ Add	What is your maternal grandmother's maiden name What school did you attend for sixth grade? What was the name of the child-hood best friend {Ti What was your childhood nickname? What was your childhood phone number including a	iswers.			
	Answering see from the list, y characters.	Home You must complete enrollment. The security questions profile is i Dashboard > Security Questions Answering security questions helps us verify your identity and protect y from the list, you may also create your own questions if you prefer. The characters. Question I. In what City or Town did you meet your spous • Choose A Security Question I. In what City or Town did your meet your spous • Choose A Security Question I. In what City or Town did your prefers. The Choose A Security Question What is the middle name of your oktest sbling? What is your maternal grandmother's malden name What was your childhood phone number including a	# You must complete enrollment. The security questions profile is incomplete. Dashboard Security Questions Answering security questions helps us verify your identity and protect your account. Please select 3 from the list, you may also create your own questions if you prefer. The answers must not be less the characters. # Question Answer Answer 1. In what City or Town did you meet your spous • Add your answer here Choose A Security Question 2. Choose A Security Question 3. In what City or Town did your parents meet? In what City or Town did your oldest sbling? What is the middle name of your oldest sbling? What is your maternal grandmother's maiden name? What school did you did for sixth grade? What was your childhood phone number including area code (e.g., 000-000-0000	Forme Image: Complete enrollment. The security questions profile is incomplete. Dashboard Security Questions Answering security questions helps us verify your identity and protect your account. Please select 3 Questions from the list, you may also create your own questions if you prefer. The answers must not be less than 5 characters. # Question # Question 1. In what City or Town did you meet your spous Add your answer here -:-Choose A Security Question In what City or Town did your parents meet? In what City or Town did your parents meet? In what City or Town adgroup first job? What is the middle name of your okdest sibling? What is the name of the child-hood best friend {TESTING}? What was your childhood phone number including area code (e.g., 000-000-0000)	Home You must complete enrollment. The security questions profile is incomplete. Dashboard > Security Questions Answering security questions helps us verify your identity and protect your account. Please select 3 Questions from the list, you may also create your own questions if you prefer. The answers must not be less than 5 characters. f Question In what City or Town did you meet your spous Add your answer here .

You can also create your own questions if you prefer. From the drop-down box, choose **User Defined Questions**, enter your own question in the **User Question** field and answer in the **Answer** field.

	Tord PASSWO	R H	lome			@ EN +	Hello John (J), Doe	🛎 Sign out
89 0, 1	Dashboard Change Password Unlock Account	hboard Image Password nge Password Dashboard > Security Questions						
8	Set Alternate Email Security Questions Reset Other Accounts	Answering s also create y	ecurity questions helps us verify your identity and protect your account our own questions if you prefer. The answers must not be less than 5 o					
		#	Question In what City or Town did you meet your spouse/significant	Answer Add your answer here				
		2. 3.	Choose A Security Question	Add your answer here				
			User Question Add your own question here	And four answer nere				
		+Add	(Optional) You may enhance your security by adding more securit	y questions and answers.				
			Update					

5. Once you have answered the minimum number of questions required to complete your security profile, click **Update** to save your security questions profile.

Ford PASSY	IORD Home	@ EN - Hello John (J.), Doe 🛔 Sign out
Dashboard		
4 Change Password	You must complete enrollment. The security questions profile is incomplete.	
Gunlock Account	Dashboard - Security Questions	
Set Alternate Email	Answering security questions helps us verify your identity and protect your account. Please select 5 Questions from the list,	, you may also create your own questions if you prefer.
Security Questions	The answers must not be less than 5 characters.	
Reset Other Accounts	# Question Answer	
	1. In what City or Town was your first job?	
	2. In what City or Town did your parents meet?	
	3. What is the middle name of your oldest sibling? Jane	
	4. What was your childhood nickname? Bart Bart Bart Bart Bart Bart Bart Ba	
	5. What is your maternal grandmother's maiden name' • Adams	
	Update	

6. When your security profile is updated successfully, you will see the message "Your Security Questions profile is now complete. Thank you!"

Ford PASSWO	RD Home	@ EN + Hello John (J.), Doe 🔺 Sign o
Dashboard Change Password	Your Security Questions is now complete. Thank you!	
Unlook Account Set Alternate Email	Access and security	Account Status
Security Questions Reset Other Accounts	Change Password Change your Network/Outdock password(s). Set Alternate Email To receive important notifications about changes to your account.	Last Password update
	Security Questions SecUrity Guestions SecUrity Gala to verify identity and access your account Reset your Charles/Generic account(s) password.	Last Successful Sign-In 22 hours app Last Unsuccessful Sign-In attempts

7. You will also receive an email notification telling you that your security questions were updated.



Changing Your Network/Outlook/WSL Password

- 1. Go to the Password Manager self-service portal website https://www.changepassword.ford.com.
- 2. Under the Welcome message choose which tab you want to authenticate with.
 - a. Select **Password** to authenticate using your standard Network (Outlook) password.
 - b. Select **RSA SecurID** to authenticate using your SecurID.
 - c. Select **Q&A** to authenticate using your Standard/User questions and answers profile.
- 3. Authenticate using whatever method you chose in step 2.
- 4. Once authenticated, click on the **Change Password** link on the dashboard.

Channa Password	Dashboard •Welcome	
Unlock Account	Access and security	Account Status
Set Alternate Email Security Questions Reset Other Accounts	Change Password Change your Network/Outlook password(s). Security Questions To SetChange Q&A to verify identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security identity and access your account. Security Content of the security ident of the s	Last Password update (31 days 200) Last Failed Sign-In (10 seconds 300) Last Successful Sign-In (1 hour 200) Last Unsuccessful Sign-In (1) attempts
	1 🔽 5 😂 Contact Us 🐽	

Enter a new password in New Password and Verify New Password fields and click Change Password button.
 Note: The password must conform to the Change Password Rules. The rules will highlight in Green if they are adhered to, and in Red if they are not.

Tord PASSIA	Home Home		Q EN → Hello John (J.), Doe 🛔 Sign out				
Dashboard Dashboard Charge Password Unlock Account Set Alternate Email Security Questions Reset Other Accounts	Dashboard Change Password	O Change Password Rules have from 6 to 21 characters include both uppercase and lowercase letters have at least 2 tetters have at least 1 digits not be an exact dictionary word match (e.g. word) not contain the profile ID or name have at least 1 special characters (not letters or digits)	Password Rules not contain the profile ID or name backwards not be the profile ID or name rearranged have at most 2 pains of repeating characters contain only characters available on a standard English (US) keyboard not be a password used during the past 450 days password must be changed every 91 days				
		Accounts (Please check the check boxes below for all accounts you want to synchronize)					
	Change Passwords	Account Target Image: Display the second s	rt System FORDNA1 (Network/Outlook/WSL)				

6. You will see a successful update message. You will also receive an email notification telling you that your password was changed.

Important Note: You must log off your computer and then log back in with your new password.



Changing Your \$account Password

- 1. Go to the Password Manager self-service portal website <u>https://www.changepassword.ford.com</u>
- 2. Under the Welcome message choose which tab you want to authenticate with.
 - a. Select Password to authenticate using your privileged account (\$account).
 Note: You can't use this authentication method, if you are accessing the site from the public internet.
 - b. Select **RSA SecurID** to authenticate using your SecurID.
- 3. Authenticate using whatever method you chose in step 2.
- 4. Once authenticated, click on the **Change Password** link on the dashboard.

B Desitionit Change Password	Easthboard •Welcome	
Unlock Account	Access and security	Account Status
Sec Attenute Email Security Questions Reset Other Accounts	Change Password Change your MelecifyOctors addeered your Change your MelecifyOctors addeered your Change Change OLA to verify identify and Diselectange OLA to verify identify and access your accounts. Relefyour Starved Generic accounts.) password.	Lest Password update (11 days 300) Last Paled Sign-In (10 seconds 200) Last Successful Sign-In (1007 200) Last Unsuccessful Sign-In (1) attempts
	Contact Us	

5. On the Change Password page, select your \$account.

Tord PASSW	ORD Home				QEN -	Hello John (J.), Doe	🛔 Sign of
Testing mode Dashboard Deshboard Charge Password Unlock Account Set Alternate Email Security Questions Reset Other Accounts	mode boord Dashboard Change Password Pa		e Password Rules om 12 to 24 characters both uppercase and lowercas t least 1 special characters (no teast 2 letters t least 1 digts an exact dictionary word match	e letters st letters or digits) h (e.g. word)	 not contain the not be the profi have at most 2 not be a passw password must 	profile ID or name profile ID or name backwards e ID or name rearranged gairs of repeating characters ord used during the past 450 day be changed every 91 days	5
	Change Passwords	Accou	nts (Please check the che Account	Target Sys	sll accounts you wan	to synchronize)	
			johndoe Sjohndoe		1 (Network/Outlook/Wos	a 	
			AI RACF Targets (2 DATEST3 DATEST4	I) III RACE III RACE	_Z (Mainframe) _Z (Mainframe)	Less Details	*

 Enter a new password in New Password and Verify New Password fields and click the Change Password button. Note: The password must conform to the Change Password Rules. The rules will highlight in Green if they are adhered to, and in Red if they are not.

Cord PMANAGE	R				Q EN → Helo John (J.), Doe 🎄
Testing mode Deshboard	Dashboard + Change Password				Password Rules
A Change Password	New Password Details	@ Chang	e Password Rules	1/	
Unlock Account	New Password	D have fo	om 12 to 24 characters	K	ont contain the profile ID or name
Set Alternate Email		S have at	t least 1 special characters (not letters t least 2 letters	or digits)	 not be the profile ID or name rearranged have at most 2 pairs of repeating characters
Security Questions	Verify New Password	not be	t least 1 digits an exact dictionary word match (e.g. w	(bnow	 not be a password used during the past 450 days password must be changed every 91 days
Reset Other Accounts	••••••	& Accou	nts (Please check the check bo	kes below for a	Il accounts you want to synchronize)
	Change Passwords		Account	Target Syst	am -
			johndoe		1 (Network/Outlook/WSL)
			Sjohndoe	💻 XNA	1
			All RACF Targets (2 11)		Less Details 🛧
			DATEST3	E RACE	Z (Mainframe)
			DATEST4	I RACE	Z (Mainframe)

7. You will see a successful update message. You will also receive an email notification telling you that your password was changed.

Security Questions Security Questions Fesse Other Accounts	mansart2 Password mansart2 Password memberst > Change F	 Please logout and reswith the new password VPN connected users until they lock their willogin again using the Please update your payou would use this new Please update any scrippassword. 	nanged Success start all workstation(s) or rd. ashould not reboot or or corkstation (CTRL-ALT- ir new password. asword on any Corporate password on. pts or applications that ne	sfully! ** now, after it restarts login disconnect their workstation DEL) and then unlock and Phone or EPOD devices that sed to use the newly changed	e the posfile ID or name neurranged patimets 2 pairs of repeating characters are only characters, available on a standard English (UE) a e a passamed used during the pact 450 days word must be changed every VI days
	Contract Discourse of	Accou	nts (Please check the ch	eck boxes below for all accounts	you want to synchronize)
	Ghange Passwords	9	Account	Target System	
		9	johndoe	A XNA1 (Network)	(Curleon MEL)
		8	Sjohndoe	II XNA1	
			All RACE Targeta (2)	(1)	Less Details +

Important Note: You must log off your computer and then log back in with your new password.

Changing Your RACF Account Password

- 1. Go to the Password Manager self-service portal website https://www.changepassword.ford.com.
- 2. Under the Welcome message choose which tab you want to authenticate with.
 - a. Select **Password** to authenticate using your standard Network (Outlook) password.
 - b. Select **RSA SecurID** to authenticate using your SecurID.
 - c. Select **Q&A** to authenticate using your Standard/User questions and answers profile.
- 3. Authenticate using whatever method you chose in step 2.
- 4. Once authenticated, click on the **Change Password** link on the dashboard.
- 5. Select **All RACF Targets** to change the password on all RACF targets at the same time, or select only those accounts whose password you want to change.

 Testing wold Destroard Change Password Details Unlook Account Security Questions Security Questions Security There Password Testing Password Details Unlook Account Security Questions Testing Password Security There Password Testing Password Details Testing Password Details There and the password Details The password and durity the pass of appacet and the password and durity the pass of appacet and the password Details The password Details The password Details The password Details The password Details<th>Cital PASSWC</th><th>Anne Home</th><th></th><th></th><th></th><th>Q EN +</th><th>Helio John (J.), Doe</th><th>≜ Sign o</th>	Cital PASSWC	Anne Home				Q EN +	Helio John (J.), Doe	≜ Sign o
Change Passwords Change Passwords Accounts (Please check the check boxes below for all accounts you want to synchronize) Account Interest System (ehndoe (phndoe XNA1 (Please(Cutoor/NGL) Sjohndoe XNA1 All RACE Targets (200) Account All RACE Targets (200) Kortasts Sochasterest	Setting mote Decisionard Charge Passesord Unlock Account. Set Abarnate Ernal Security Questions Reset Other Accounts	Change Password Change Passwo	O Change F = have from = have at le = trave at le = trave at le = trave at le = not be the = not be the	Password Rules id to B characters ast 2 kitres 3 characters, only @.K.5 special- profile ID or name profile ID or name backwords	characters allowed	 not contain the profile ID not be the profile ID or a faive at years 2 gains of contain only characters not be a perserved what persenved inset be charged 	Dorname enne weitinged roposing chatacters available on a standard English (duing the past ArXO days ged every 91 days	US) keyboard
johndoe □ XNA1 (Newerk/Outbok/WSL) Sjohndoe □ XNA1 All RACE Targets (2⊞) Socialis ↑ Socialis ↑		Change Passwords	Accou	nts (Please check the check t	cores below for all a	ecounts you want to synch	ronize)	
Sjohndoe I XNA1 Image: Sjohndoe I XNA1 Image: Sjohndoe Less Details ↑ MIRACF Targets (2⊞) Less Details ↑ MIRACF Targets (2⊞) Ess Details ↑			D	johndoe		1 (Nerwork/Outlook/WSL)		
Al RACE Targets (200) Less Details 1			8	Sjohndoe	💻 XNA	a		
# DATEST3 ## RACY_2 (Marthem)				All RACE Targets (2日)			Less Details	*
			-	M DATESTS	II 840	_Z (Maintrame)		

Then enter a new password in New Password and Verify New Password fields, and click Change Passwords.
 Note: The password must conform to the Change Password Rules. The rules will highlight in Green if they are adhered to, and in Red if they are not.

Setting mode DesPotent	Dasticons + Change Password		Password Rules
Charge Password Unick Account Set Atlaneae Email Security Questions Reset Other Accounts	New Password Details New Password Verily New Password	O Change Password Rules Anve from 5 to 8 characters Anve of thest 2 letters Anve of thest 2 letters Anve of thest 2 letters Anve op to 8 characters, only (0,43 special (mainframe compatible) ont be the profile ID or name Accounts (Please check the check bo	opt contain the profile ID or name opt to the the profile ID or name opt to the the profile ID or name meanaged base at most 2 pairs of repeating characters if characters analogies contain only characters analogies opt or a gasseerd used during the past 450 days passeerd must be charged every 31 days
	Change Passwords	Account	Target System
		johndoe	D XNA1 (Memorik/Outlook/WSL)
		Sjohndoe	😐 XNA1
		As RACE Tergets (2 18)	Less Details 🛧
		Annual Van Ramonda	THE MARK & MARKAGEN

7. You will see a successful update message. You will also receive an email notification telling you that your password was changed.

Changing Generic Account Password

- 1. Go to the Password Manager self-service portal website https://www.changepassword.ford.com.
- 2. Under the Welcome message choose which tab you want to authenticate with.
 - a. Select **Password** to authenticate using your standard Network (Outlook) password.
 - b. Select **RSA SecurID** to authenticate using your SecurID.
 - c. Select **Q&A** to authenticate using your Standard/User questions and answers profile.
- 3. Authenticate using whatever method you chose in step 2.
- 4. Once authenticated, click on the Reset Other Accounts link on the dashboard.



5. Enter the generic CDSID in Enter CDSID Owned by you field, and click the Search button.

	Tord PASSWO	Home Home		Q	EN 👻 Hello John	n (J.), Doe 🛛 🚢 Sign ou		
89 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Dashboard Change Password Unlock Account Set Alternate Email Security Questions Reset Other Accounts	Dashboard ►Generic Account Search Users Enter CDSID Owned by you smapadm	Owned by you					
		Account	Target		Options	II.		
			No data available in table					

6. Next, click Reset & Generate New Password button.

٢	Tord PASSWO	Home Home		Q EN → Hello John (.	J.), Doe 💧 Sign out
କ୍ଷ ଏ କ୍ଷ ତ	Dashboard Change Password Unlock Account Set Alternate Email Security Questions	Dashboard ►Generic Account Owned by y SMAPADM	you :h	John (J.), Doe	
*	Reset Other Accounts	Account SMAPADM Mapadmn, Security (S.) Dept 5001J1526 - IT Direct Manager: MANSARI2 Direct Sponsor: CC2ARNOM BLDN Code: 5051 - Ford Motor Credit Company Building Emp Type: G	Target I FORDNA1	Options	It Unlock Account

7. Click **Reset** on the confirmation screen.

Correst PASSIN	ORD ER	Confirm Action ?		×	Helic John (J.), Doe	🛔 Sign out
Deshboard Ge Change Password	<u>Destitions</u>	Are you sure you want to Reset the pas Note: Both (You) and the Sponsor will receive the r	ssword on this ac new password by em	count (SMAPADM)?		
Unlock Account Set Alternate Email Security Questions	Enter CDS			Cancel Reset		
Reset Other Accounts	Account SMAF Dept 500 Direct Sp 8 LDN Co Emp Typ	PADM1, Mapadmn, Security (S.) anater Mangarig onser: Oczannos Ne: 5051 - Fera Motor Credit Company Building e: G	Target () XNA1	Options Reset & Generate New I	Password Intock Accou	ra di la

9. Password Manager will generate a random password and display it on the screen. It will also email the new password to you and to the account sponsor.



Setting Up Alternate Email Account

Once you begin using the self-service Password Reset website, you will no longer be required to contact the help desk to reset your password. If for some reason you are unable to reset your password through the Password Manager self-service website, call the help desk and ask them to reset your password. The help desk will give you the first half of your temporary password over the phone and send the second half to your alternate e-mail address. Follow the instructions below to set up an alternate email address:

- 1. Go to the Password Manager self-service portal website https://www.changepassword.ford.com.
- 2. Under the Welcome message choose which tab you want to authenticate with.
 - a. Select **Password** to authenticate using your standard Network (Outlook) password.
 - b. Select **RSA SecurID** to authenticate using your SecurID.
 - c. Select **Q&A** to authenticate using your Standard/User questions and answers profile.
- 3. Authenticate using whatever method you chose in step 2.
- 4. Once authenticated, click on the **Set Alternate Email** link on the dashboard.

Toto PASSI	WORD Home	
Dashboard Change Password	Dashboard •Welcome	
Unlock Account	Access and security	
 Set Alternate Email Security Questions Reset Other Account: 	Change Password Change your Network/Outlook psesword(s)	Set Alternate Email To receive important notifications about changes to your account.
	Security Questions To Set/Change Q&A to verify identity and access your account.	Reset Other Accounts Reset your Shared/Generic account(s) password

5. Enter your personal email address (@gmail, @yahoo, @hotmail, etc) in the Alternate Email and Re-Enter Alternate Email Address fields. You may enter up to 5 alternate email addresses.

Cont PASSWORD Home				
Dashboard Change Password Unlock Account Set Alternate Email	Dashboard > Alternate Email Addresses Alternate Email Addresses You may enter up to (5) alternate email addresses.			
Security Questions Reset Other Accounts	Alternate Email Re-Enter Alternate Email Address Action johndoe@gmail.com johndoe@gmail.com			
	Update			

- 6. Click Update.
- 7. You will see a successful update message.

Ċ	Tord PASSWORD Home					
89 Q.	Dashboard Change Password	User Alternate Email has been Updated! I	Please allow up to 5 minutes for your	change to take effect!		
₽ ■ 0	Unlock Account Set Alternate Email Security Questions	<u>Dashboard</u> ► Alternate Email Addresses ▲ Alternate Email Addresses You may enter up to (E) elternate email addresses				
쓥	Reset Other Accounts	Alternate Email	Re-Enter Alternate Email Address	Action		
		johndoe@gmail.com				

8. You will also receive an email notification stating that your alternate email address has been updated successfully.



Changing Alternate Email Account

- 1. Go to the Password Manager self-service portal website https://www.changepassword.ford.com.
- 2. Under the Welcome message choose which tab you want to authenticate with.
 - a. Select **Password** to authenticate using your standard Network (Outlook) password.
 - b. Select **RSA SecurID** to authenticate using your SecurID.
 - c. Select **Q&A** to authenticate using your Standard/User questions and answers profile.
- 3. Authenticate using whatever method you chose in step 2.
- 4. Once authenticated, click on the **Set Alternate Email** link on the dashboard.



- 5. Enter your new personal email address (@gmail, @yahoo, @hotmail, etc) in the Alternate Email and Re-Enter Alternate Email Address fields.
- 6. Click Update.

	Tord PASSWO	R Home	
88 Q.	Dashboard Change Password Unlock Account	Dashboard Alternate Email Addresses Alternate Email Addresses You may enter up to (5) alternate email addresses.	
0 *	Set Alternate Email Security Questions Reset Other Accounts	Alternate Email Re-Enter Alternate Email Address johndoe2@hotmail.com johndoe2@hotmail.com	Action
			Update

7. You will see a successful update message.

Ford PASSWORD Home						
Ð	Dashboard					
0		User Alternate Email has been Opdated! Please allow up to 5 minutes for your change to take effects				
~	Change Password					
6	Unlock Account	Dashboard Alternate Email Addresses				
	Set Alternate Email	🛔 Alternate Email Addresses				
0	Security Questions	You may enter up to (5) alternate email addresses.				
쓭	Reset Other Accounts	Alternate Email Re-Enter Alternate Email Address Action				
		johndoe2@hotmail.com				

8. You will also receive an email notification stating that your alternate email address has been updated successfully.

Passw	Password Manager Alternate F-mail Address Update for					
IOHNDOF2						
1.011						
	nudadmi1@ford.com		~	6 Dents Ly		
(P _	Mon 1/9/2017 8-53 AM			S Keply V		
	To: johndoe2@hotmail.com 🙊					
	Ford)					
	Go Further					
He	ello JOHNDOE2,					
0	n January 09, 2017 11:52:36 AM you requested an alternat	e e-m	ail add	ress Update		
through https://www.changepassword.ford.com						
	The result of this request was: Successful					
The requestor's alternate e-mail address list is set as follows:						
johndoe2@hotmail.com						
If you did not perform this change, call the Help Desk immediately!						