

FASD-ORS

User ID Password Change/Security Question Set-Up

Tip Sheet

As of **February 27, 2017**, all FASD-ORS users will no longer be using SNEEXT to reset their passwords. The new link for Self-Service Password Reset (SSPR) will be <https://password.gov.ab.ca> . This tool is used to manage the user passwords (reset/change/challenge questions).

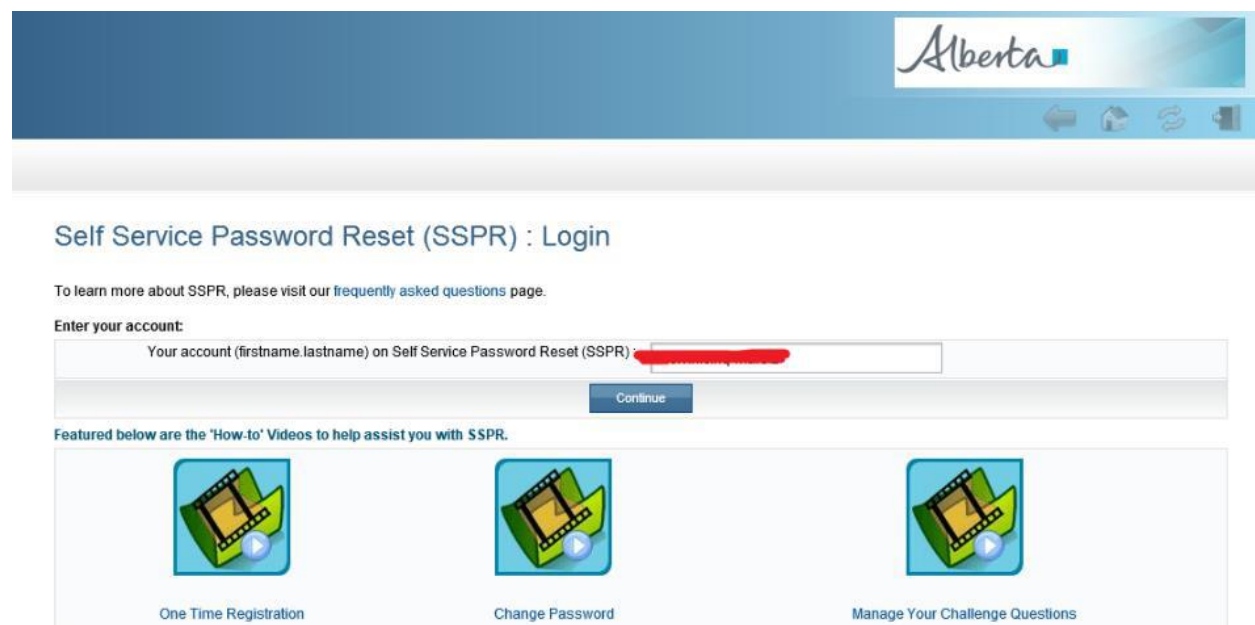
If the questions/answers are not completed, users can still reset their password using their existing password. Once the new questions/answers are entered, they can be used to reset a forgotten password instead of contacting the GoA Service Desk.

Please Note: If a user doesn't know their password, and there are no challenge questions for them to use, they must contact the GOA Service Desk for assistance.

Telephone: 780-427-1GoA (1462)
Toll-Free: 1-888-427-1GoA (1462)
Email: GoA.ServiceDesk@gov.ab.ca

Creating Security Questions:

1. Go to <https://password.gov.ab.ca> to get started.
2. Enter your user name, first.lastname (some may include a middle initial), then press 'Continue'.



Alberta

Self Service Password Reset (SSPR) : Login


To learn more about SSPR, please visit our [frequently asked questions page](#).


Enter your account:


Your account (firstname.lastname) on Self Service Password Reset (SSPR)

Continue

Featured below are the 'How-to' Videos to help assist you with SSPR.

 One Time Registration

 Change Password

 Manage Your Challenge Questions

3. Click on “Use password”:

Self Service Password Reset (SSPR) : Login

To learn more about SSPR, please visit our [frequently asked questions page](#).

Authentication methods:

Use password

Answer security questions

Featured below are the 'How-to' Videos to help assist you with SSPR.



One Time Registration



Change Password



Manage Your Challenge Questions

4. Enter your current password:

Verify password

To learn more about SSPR, please visit our [frequently asked questions page](#).

Enter password:

Enter password for GOA Active Directory Domain

Verify password

Featured below are the 'How-to' Videos to help assist you with SSPR.



One Time Registration



Change Password



Manage Your Challenge Questions

5. Create your security questions – Under General, click “update security questions”:

Password Manager
My profile
Change passwords

General
My profile
Update security questions

Featured below are the 'How-to' Videos to help assist you with SSPR.



One Time Registration

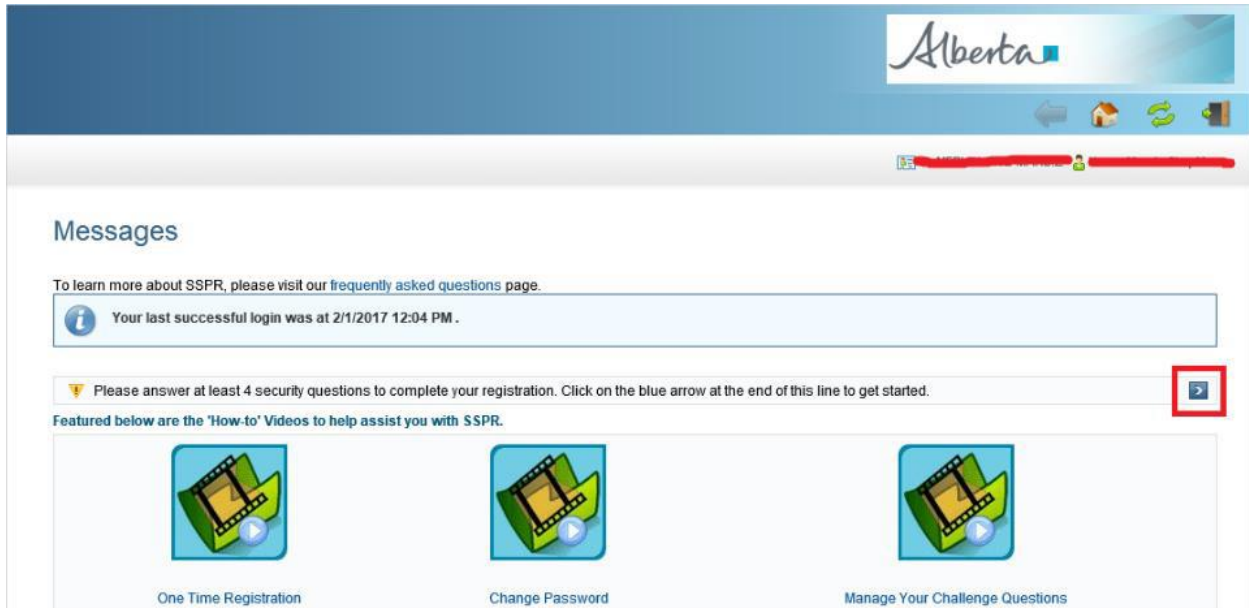


Change Password



Manage Your Challenge Questions

6. Enter Security Questions – click arrow at the end of the line to get started:



7. Enter all required security questions and corresponding answers. Once completed, press update:

