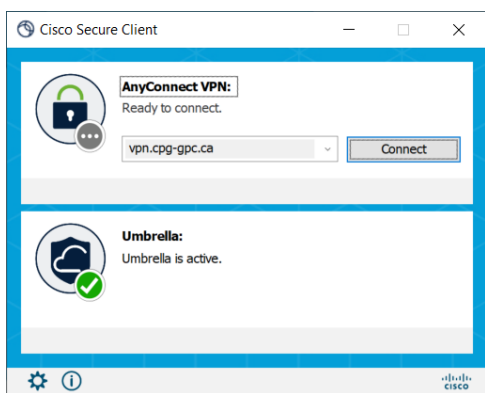


PASSWORD SELF SERVICE

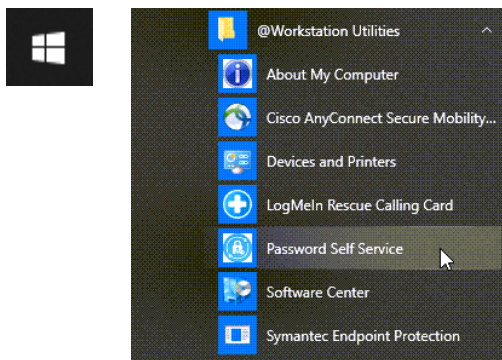


PERSONAL VAULT SET UP

1. Connect to VPN.



2. Click on the **Windows logo** to open the Start Menu. At the top of the list, click on the **@Workstation Utilities folder**, then select the **Password Self Service link**.



3. Enter your **User ID** (same user id used to log into your computer). Click the **Continue** button.

4. You have 2 or 3 choices: **Use password**, **Answer security questions** OR **Mobile Device**. Click the option you need. For this example, the **Use Password** option is selected.

5. Enter your **password** (same password used to login to your computer). Click the **Login** button.

PASSWORD SELF SERVICE



PERSONAL VAULT

6. The Personal Vault is a password manager to keep track of your passwords for other accounts/systems.

Under [My Profile](#) click [Personal Vault](#).

MY PROFILE

- Change passwords
- Unlock accounts
- View profile
- Update security questions
- Attach other accounts
- Register mobile devices
- Personal vault

7. You will be prompted to set up your personal vault account. Enter a passphrase in the [Passphrase field](#) and enter the same passphrase in the [Confirm passphrase](#) field.

Click the [Create](#) button.

Personal vault

Personal vaults are used to securely store passwords. They are encrypted and can only be retrieved with the correct passphrase.

Choose a passphrase that:

- is easy to remember
- is something you alone know
- you will not forget (without it all data is lost)

The passphrase must:

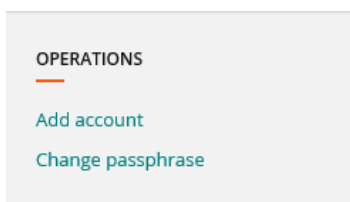
[Create](#)

PASSWORD SELF SERVICE



PERSONAL VAULT

8. TRACK YOUR PASSWORDS
Click **Add account** under the OPERATIONS menu.



9. Fill in the fields in the **Add account** form then click the **Add** button.

Add account

Description *

Account *

URL

Category
(Select one) ▾

Notes

The password must:

- have from 1 to 45 characters

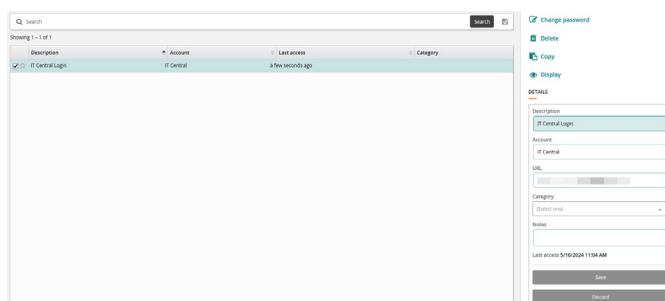
Password *

Confirm password *

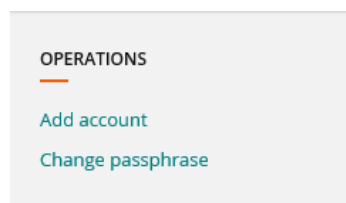
Add

10. The account was successfully added.

Click **Add account** for each password you wish to track.



11. CHANGE PERSONAL VAULT PASSPHRASE
Click the **Change passphrase** link.



PASSWORD SELF SERVICE



PERSONAL VAULT

12. Enter your passphrase in the **Old passphrase** field. Then enter a new passphrase in the **passphrase** field and enter the same passphrase in the **Confirm passphrase** field. Click the **Change** button.

Personal vault ✕

To change your personal vault passphrase, enter both your old passphrase and your desired new one below.

The passphrase must:

Passphrase

Confirm passphrase

13. Click your **name** in the top right corner and select **Logout** from the dropdown.

