

Document Title: Corporate AD Self Service - How do I Enroll my NT Account – Master Document

Service: Active Directory

Incident / Service Request: N/A

Priority: N/A

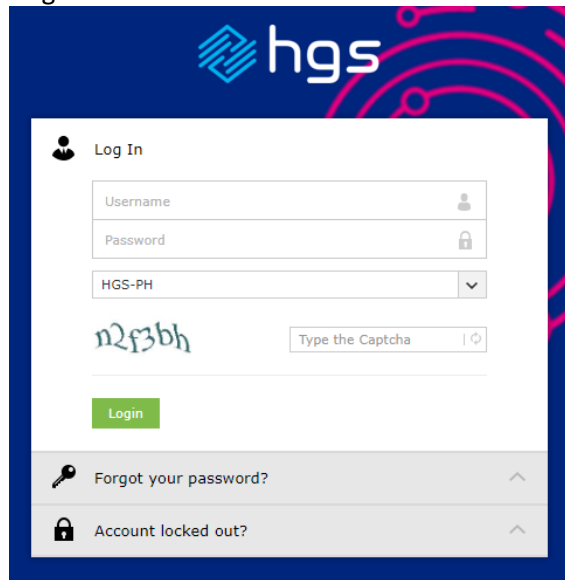
Region: Philippines

Scenario: How do I Enroll my NT Account?

Resolution Process:

AD Self Service Enrollment

1. Open a browser and go to <https://passwordreset.hgs-ph.com>
2. To **REGISTER**, Click **Log In** then enter your Windows username and password, type the captcha then hit Login



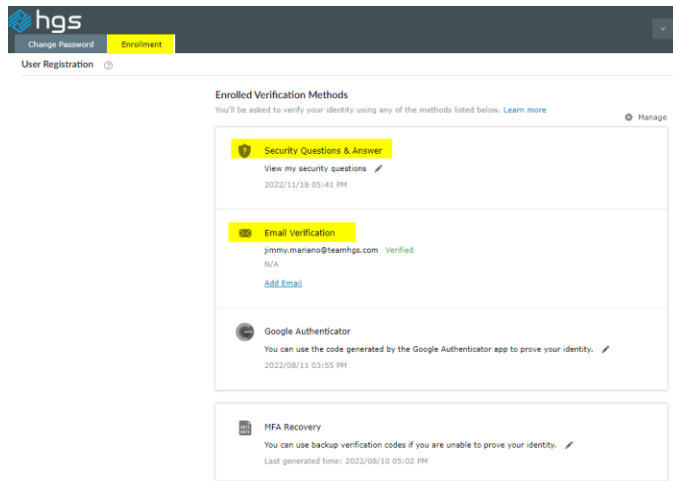
The screenshot shows the HGS Log In page. At the top left is the HGS logo. Below it is a 'Log In' section with a user icon. There are three input fields: 'Username' with a user icon, 'Password' with a lock icon, and a dropdown menu currently showing 'HGS-PH'. Below these is a captcha image showing the characters 'n2f3bh' and a 'Type the Captcha' input field with a refresh icon. A green 'Login' button is at the bottom of the form. Below the form are two links: 'Forgot your password?' with a key icon and 'Account locked out?' with a lock icon, both with upward-pointing arrows.

3. Once signed in, go to **Enrollment** tab to set up the security question.



The screenshot shows the HGS Enrollment page. At the top left is the HGS logo. Below it is a navigation bar with 'Change Password' and 'Enrollment' (highlighted in yellow). To the right is a search bar labeled 'Search Employee' and a user profile icon. Below the navigation bar is a 'Change Password' section with a help icon. There are three input fields: '* Old Password', '* New Password', and '* Confirm New Password'. Below these fields are two lines of text: '- Minimum length should be at least 8' and '- Number of special characters to include 1'.

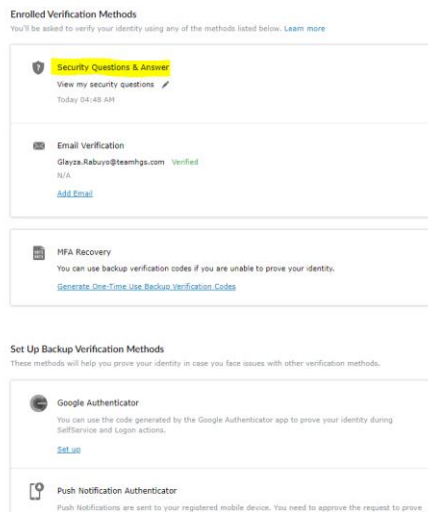
4. On the Next screen, you have options for verification. Click **“set up”** under **Security Question & Answer** or your **email**



5. On **Security Questions**, Select the question form the option and provide the answer. Once done, hit **Update** to save

The screenshot shows a 'Security Questions' dialog box. It has two rows of questions. Each row starts with a dropdown menu labeled '-- Please Select a Question --'. The first row has a 'Confirm Answer' button next to a masked input field. The second row has an 'Answer' input field and a 'Confirm Answer' button. At the bottom, there is a checked checkbox for 'Hide Answer(s)' and a note: 'The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters'. An 'Update' button is at the bottom right.

6. Once enrolled, you will see it under your verification methods.



Special Consideration: No special consideration this is a “How to Document”

Critical Reminder:
No Critical reminders for this “How to Document.”