

# Creating your profile

Visit <https://password.parker.edu/myPassword/>. All users must create a profile before the tool can be used. To begin, click Edit My Profile:



Student/Alumni must type in their [username@stu.parkernet.edu](mailto:username@stu.parkernet.edu) and password in the second blank.

Faculty/ Staff must type in their [username@parkernet.edu](mailto:username@parkernet.edu) and password in the second blank.

Example: [JStudent@stu.parkernet.edu](mailto:JStudent@stu.parkernet.edu)

Example: [JWorker@parkernet.edu](mailto:JWorker@parkernet.edu)



If you have forgotten your password or need assistance, please contact the Parker University Help Desk at 214.902.2430 or email [helpdesk@parker.edu](mailto:helpdesk@parker.edu) .



**PARKER UNIVERSITY**

**Self-Service Password Management**

Answer these questions to complete your profile

Answers to all questions are required

Select a Question from the list.

Question: What is your favorite color?  
Answer:

Question: What is your favorite food?  
Answer:

Question: What is your favorite TV show?  
Answer:

Question: What is your favorite restaurant?  
Answer:

Question: What is your favorite or dream vacation location?  
Answer:

Question: What is your favorite or dream car?  
Answer:

Question: What is your favorite ice cream flavor?  
Answer:

Question: What is your favorite song?  
Answer:

Question: What was your favorite teachers name?  
Answer:

Question: What was the name of your first pet?  
Answer:

Question: What was the name of your favorite pet?  
Answer:

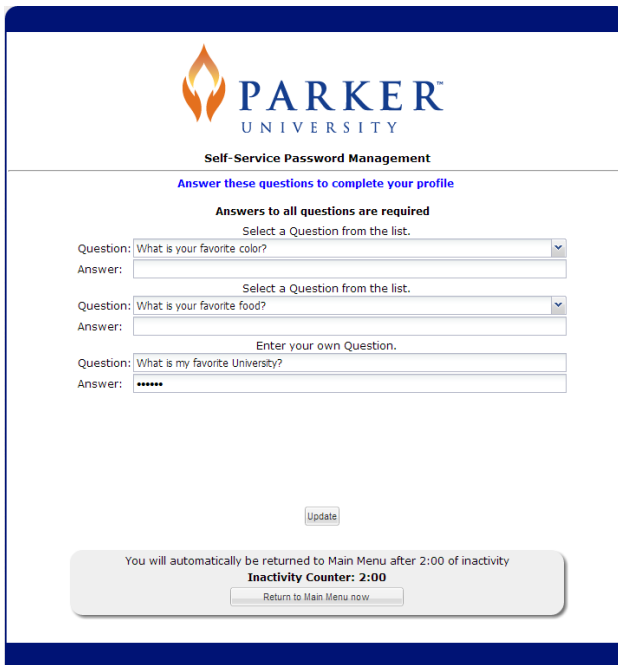
Question: What was your first car?  
Answer:

Question: What was the color of your first car?  
Answer:

Question: What are the last four digits of your Social Security Number?  
Answer:

You will automatically be returned to Main Menu after 2:00 of inactivity  
**Inactivity Counter: 1:59**

All three questions must be answered before setup is complete.



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Answer these questions to complete your profile

Answers to all questions are required

Select a Question from the list.

Question: What is your favorite color?  
Answer:

Select a Question from the list.

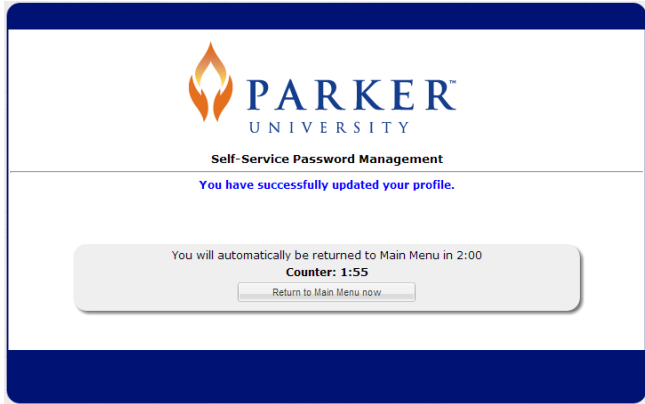
Question: What is your favorite food?  
Answer:

Enter your own Question.

Question: What is my favorite University?  
Answer:

You will automatically be returned to Main Menu after 2:00 of inactivity  
**Inactivity Counter: 2:00**

Lastly choose 'Update'.



Completed! Now the Parker University Password Reset Tool can be used. Select 'Return to Main Menu'

# Resetting your password

The screenshot shows the Parker University Self-Service Password Management interface. At the top is the Parker University logo. Below it, a blue box contains instructions: "Click on Edit my Profile below to create a profile. You will only be able to take advantage of the Reset Password option below after you have created your profile. This will assist you in the event you forget your password." There are four main options: "Change my Password" (with a gear icon), "Reset my Password" (with a key icon and circled in blue), "Unlock my Account" (with a lock icon), and "Edit my Profile" (with a question mark icon). At the bottom, contact information for the Information Services Help Desk is provided.

**PARKER UNIVERSITY**  
Self-Service Password Management

Click on Edit my Profile below to create a profile.  
You will only be able to take advantage of the Reset Password option below after you have created your profile. This will assist you in the event you forget your password.

- Change my Password**  
Change your password if you know your current password
- Reset my Password**  
Reset your password if you don't know your current password
- Unlock my Account**  
Unlock your account if you remember your password
- Edit my Profile**  
Edit the questions and answers in your Password Reset Profile

If you need assistance with this web site please call Parker University Information Services Help Desk, Monday thru Friday 7:00 a.m. to 5:00 p.m., at (972) 438-6932 x7450 or email [helpdesk@parker.edu](mailto:helpdesk@parker.edu)

Select 'Reset my Password' from the main menu.

The screenshot shows the password reset form. It features the Parker University logo and the title "Self-Service Password Management". A blue instruction bar says "Enter your fully qualified domain name to reset your password". Below this is a text input field with a dropdown menu showing "Student/Alumni - user@stu.parkernet.edu" and "Faculty/Staff - user@parkernet.edu". A "Student@stu.parkernet.edu" is entered in the field. A "Submit" button is below the field. A blue box indicates "You will automatically be returned to Main Menu after 2:00 of inactivity" and shows an "Inactivity Counter: 2:00" with a "Return to Main Menu now" button. Contact information for the Information Services Help Desk is at the bottom.

**PARKER UNIVERSITY**  
Self-Service Password Management

Enter your fully qualified domain name to reset your password

Student/Alumni - user@stu.parkernet.edu: Student@stu.parkernet.edu  
Faculty/Staff - user@parkernet.edu:

Submit

You will automatically be returned to Main Menu after 2:00 of inactivity  
**Inactivity Counter: 2:00**  
Return to Main Menu now

If you need assistance with this web site please call Parker University Information Services Help Desk, Monday thru Friday 7:00 a.m. to 5:00 p.m., at (972) 438-6932 x7450 or email [helpdesk@parker.edu](mailto:helpdesk@parker.edu)

Enter your username and select 'Submit' .

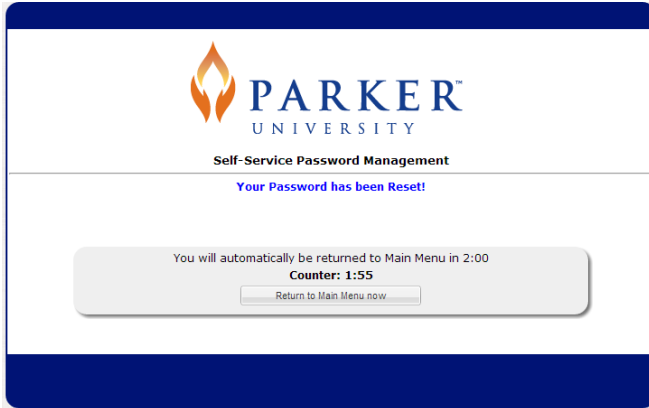
The screenshot shows the Parker University Self-Service Password Management interface. At the top is the Parker University logo. Below it, the text reads "Self-Service Password Management". A message states: "The account you specified is: James E Coleman. If this is incorrect please cancel and provide alternate credentials". Below this, it says "Answer your Password Reset Profile questions". A question is displayed: "What is your favorite color?". There is a text input field for the answer and two buttons: "Continue" and "Cancel". At the bottom of the page, a warning box states: "You will automatically be returned to Main Menu after 2:00 of inactivity. Inactivity Counter: 2:00. Return to Main Menu now."

You'll be challenged for all three questions that were selected when creating your profile.

The screenshot shows the Parker University Self-Service Password Management interface. At the top is the Parker University logo. Below it, the text reads "Self-Service Password Management". The section is titled "Set your new password". There are two radio button options: "Generate" and "Enter". The "Generate" option is selected. Under "Generate", there is a "Generate Password" button and a text input field. Under "Enter", there are "Password:" and "Confirm:" labels with corresponding text input fields. A blue information icon is located below the "Confirm" field. A "Change Password" button is centered below the input fields. At the bottom of the page, a warning box states: "You will automatically be returned to Main Menu after 2:00 of inactivity. Inactivity Counter: 1:59. Return to Main Menu now."

You now have two options.

1. You can create your own password. Passwords must be a minimum of 8 characters and contain capitals, numbers and letters. (Previous passwords cannot be used!)
2. Select 'Generate' and a password will be selected for you.



If successful, you will see the following screen. Select 'Return to Main Menu now'.

# Changing your password

**PARKER UNIVERSITY**  
Self-Service Password Management

Click on Edit my Profile below to create a profile.  
You will only be able to take advantage of the Reset Password option below after you have created your profile. This will assist you in the event you forget your password.

- Change my Password**  
Change your password if you know your current password
- Reset my Password**  
Reset your password if you don't know your current password
- Unlock my Account**  
Unlock your account if you remember your password
- Edit my Profile**  
Edit the questions and answers in your Password Reset Profile

If you need assistance with this web site please call Parker University Information Services Help Desk, Monday thru Friday 7:00 a.m. to 5:00 p.m., at (972) 438-6932 x7450 or email [helpdesk@parker.edu](mailto:helpdesk@parker.edu)

Select 'Change my Password' from the Main Menu

**PARKER UNIVERSITY**  
Self-Service Password Management

Enter your fully qualified domain name and password to edit your password profile

Student/Alumni - user@stu.parkernet.edu:   
Faculty/Staff - user@parkernet.edu:   
Password:

You will automatically be returned to Main Menu after 2:00 of inactivity  
**Inactivity Counter: 1:54**

If you need assistance with this web site please call Parker University Information Services Help Desk, Monday thru Friday 7:00 a.m. to 5:00 p.m., at (972) 438-6932 x7450 or email [helpdesk@parker.edu](mailto:helpdesk@parker.edu)

Enter your username and password.

The screenshot shows the Parker University Self-Service Password Management interface. At the top is the Parker University logo. Below it, the text reads "Self-Service Password Management" and "Set your new password". There are two radio button options: "Generate" (which is selected) and "Enter". The "Generate" option has a "Generate Password" button next to it. The "Enter" option has "Password:" and "Confirm:" labels with corresponding input fields. A "Change Password" button is located below the input fields. At the bottom of the form area, a message states: "You will automatically be returned to Main Menu after 2:00 of inactivity. Inactivity Counter: 1:59. Return to Main Menu now." with a button.

You now have two options.

1. You can create your own password. Passwords must be a minimum of 8 characters and contain capitals, numbers and letters. (Previous passwords cannot be used!)
2. Select 'Generate' and a password will be selected for you.

The screenshot shows the Parker University Self-Service Password Management interface after a successful password change. The Parker University logo is at the top. Below it, the text reads "Self-Service Password Management" and "Your Password has been Changed!". At the bottom of the page, a message states: "You will automatically be returned to Main Menu in 2:00. Counter: 1:57. Return to Main Menu now." with a button.

If successful, you will see the following screen. Select 'Return to Main Menu now'.



# Unlocking your Account



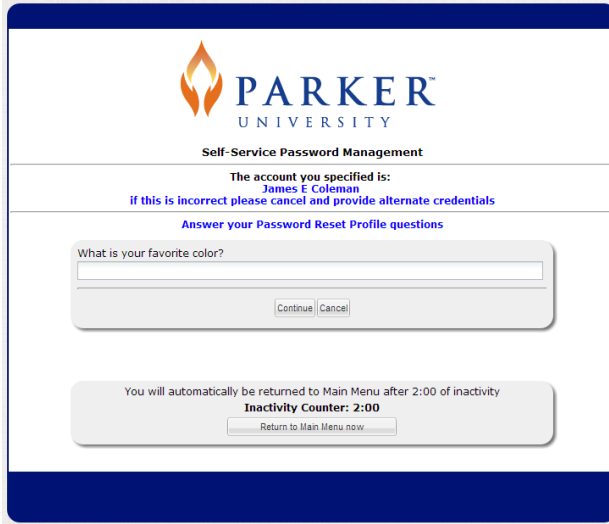
The screenshot shows the Parker University Self-Service Password Management page. At the top is the Parker University logo. Below it, the text reads: "Click on Edit my Profile below to create a profile. You will only be able to take advantage of the Reset Password option below after you have created your profile. This will assist you in the event you forget your password." There are four main options: "Change my Password" (Change your password if you know your current password), "Reset my Password" (Reset your password if you don't know your current password), "Unlock my Account" (Unlock your account if you remember your password), and "Edit my Profile" (Edit the questions and answers in your Password Reset Profile). A blue circle highlights the "Unlock my Account" option. At the bottom, contact information for the Parker University Information Services Help Desk is provided.

Select 'Unlock my Account' from the Main Menu.

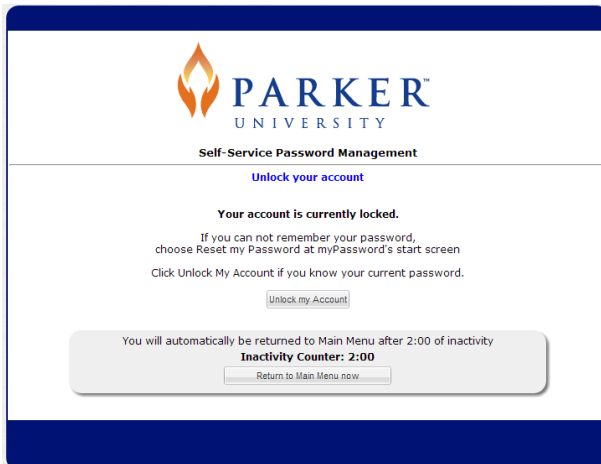


The screenshot shows the Parker University Self-Service Password Management page with the password reset form. The text reads: "Enter your fully qualified domain name to reset your password". Below this, there are two input fields: "Student/Alumni - user@stu.parkernet.edu:" and "Faculty/Staff - user@parkernet.edu:". A "Submit" button is located below the input fields. Below the form, there is a warning: "You will automatically be returned to Main Menu after 2:00 of inactivity" and an "Inactivity Counter: 2:00" with a "Return to Main Menu now" button. At the bottom, contact information for the Parker University Information Services Help Desk is provided.

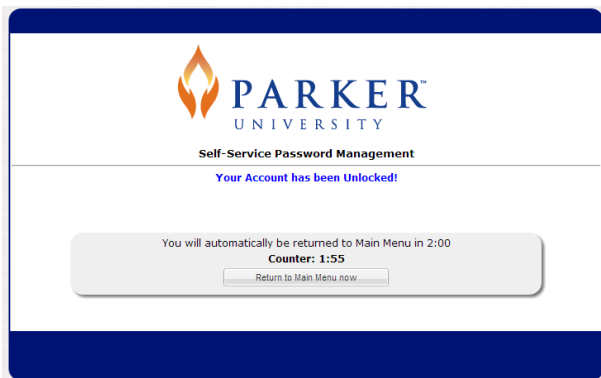
Enter your username and select 'Submit' .



You'll be challenged for all three questions that were selected when creating your profile.



Select 'Unlock my Account'.



If successful, you'll see this! Select 'Return to Main Menu'.