

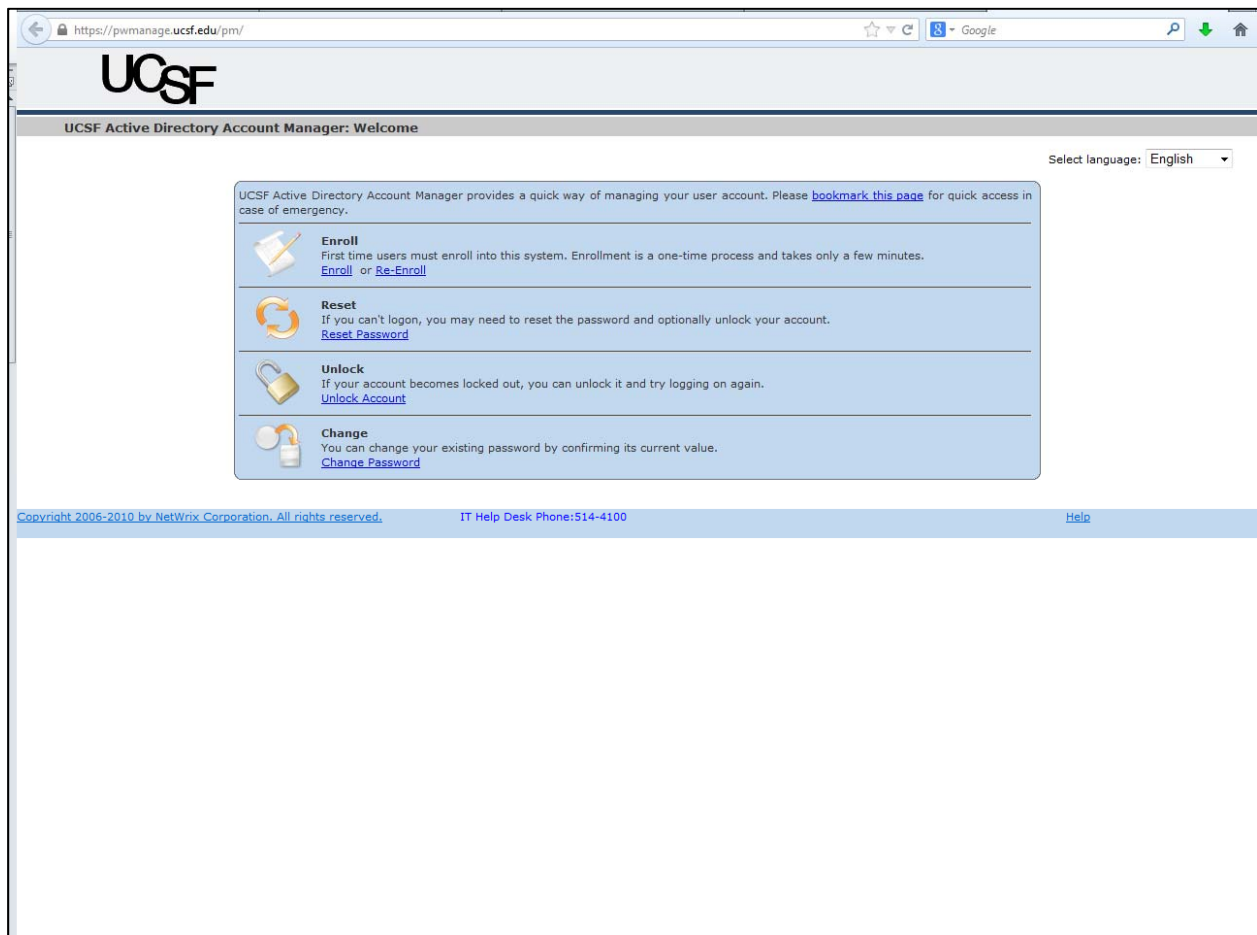
Managing your REDCap and MyResearch Password for SDE Users

This document explains how to:

- Enroll in the UCSF Active Directory – Page 2
 - Reset your REDCap and MyResearch password – Page 4
 - Change your REDCap and MyResearch password – Page 7
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1. Access this link: <https://pwmanage.ucsf.edu/pm/>.

The following screen displays.



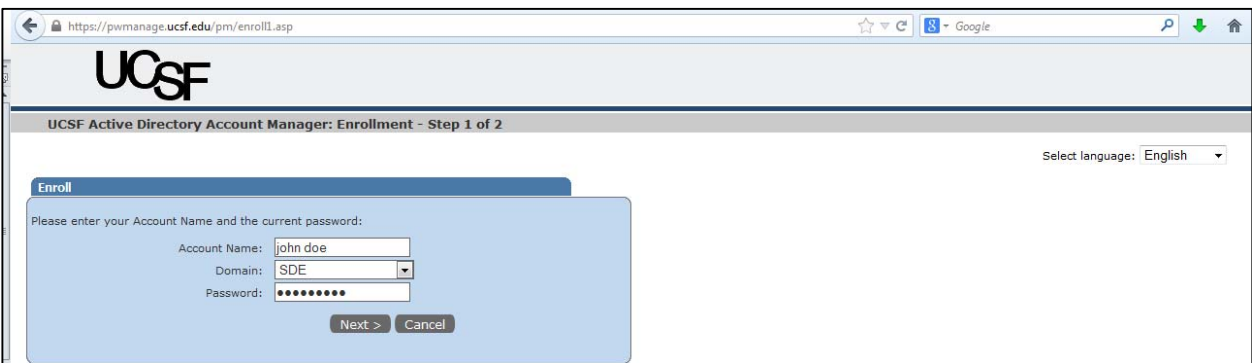
How to Enroll in the UCSF Active Directory Account Manager

1. If you have not already enrolled in the UCSF Active Directory Account Manager, click the **Enroll** link.



Enroll
First time users must enroll into this system. Enrollment is a one-time process and takes only a few minutes.
[Enroll](#) or [Re-Enroll](#)

2. Complete the **Enroll** fields and click the **Next** button.



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UCSF Active Directory Account Manager: Enrollment - Step 1 of 2

Select language: English

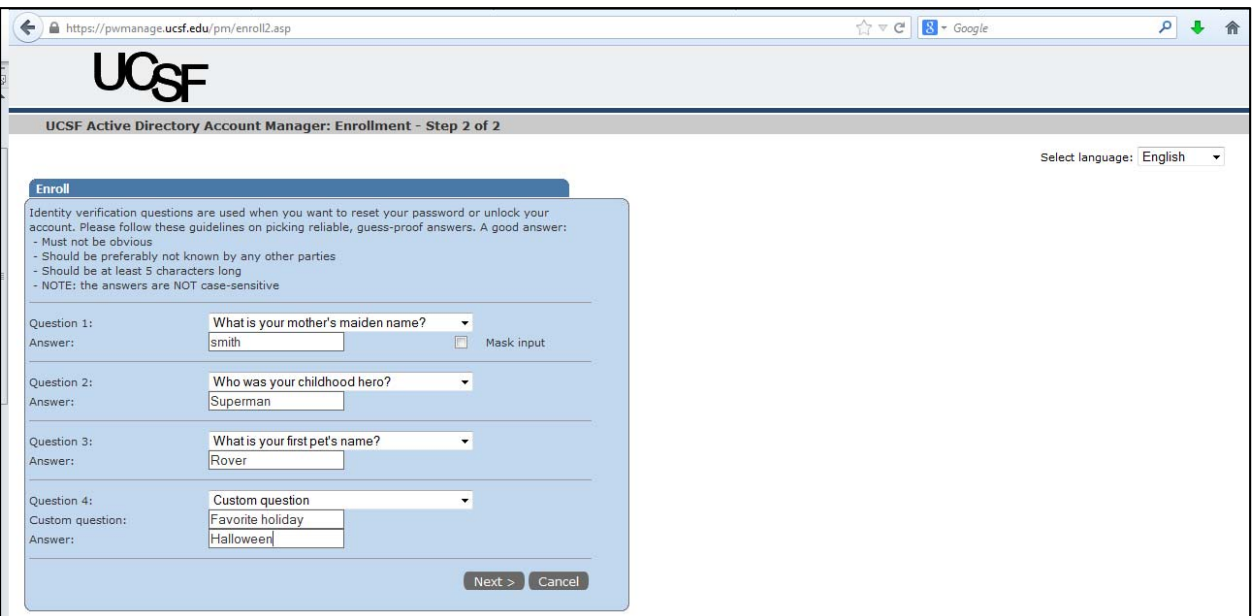
Enroll

Please enter your Account Name and the current password:

Account Name: john doe
Domain: SDE
Password:

Next > Cancel

3. Complete the four identity verification questions on the **Enroll** page, click the **Next** button.



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UCSF Active Directory Account Manager: Enrollment - Step 2 of 2

Select language: English

Enroll

Identity verification questions are used when you want to reset your password or unlock your account. Please follow these guidelines on picking reliable, guess-proof answers. A good answer:

- Must not be obvious
- Should be preferably not known by any other parties
- Should be at least 5 characters long
- NOTE: the answers are NOT case-sensitive

Question 1: What is your mother's maiden name?
Answer: smith Mask input

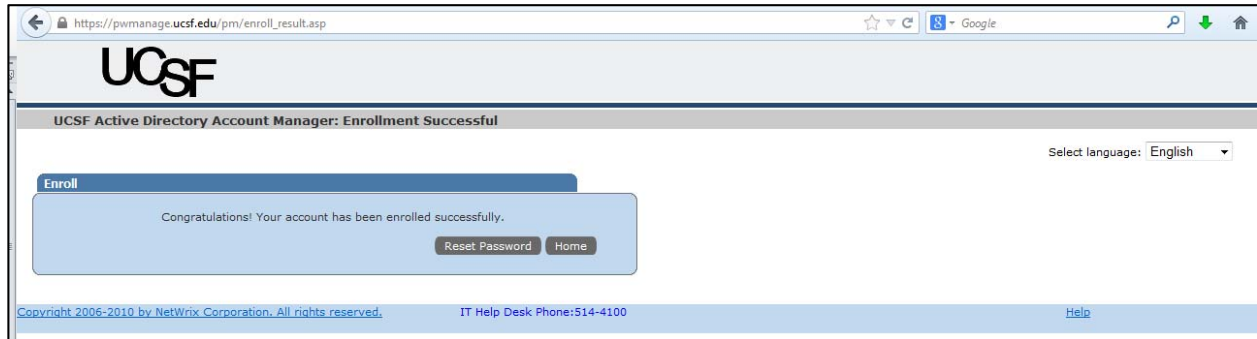
Question 2: Who was your childhood hero?
Answer: Superman

Question 3: What is your first pet's name?
Answer: Rover

Question 4: Custom question
Custom question: Favorite holiday
Answer: Halloween

Next > Cancel

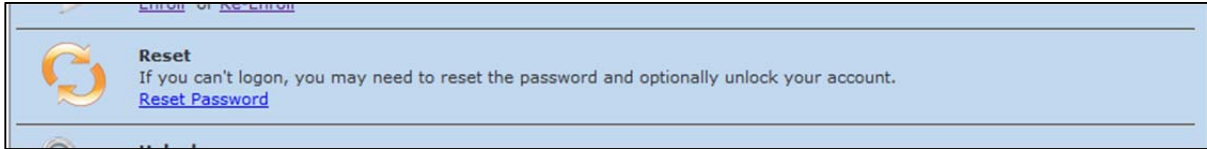
If you correctly complete the identify verification questions, the following screen displays.



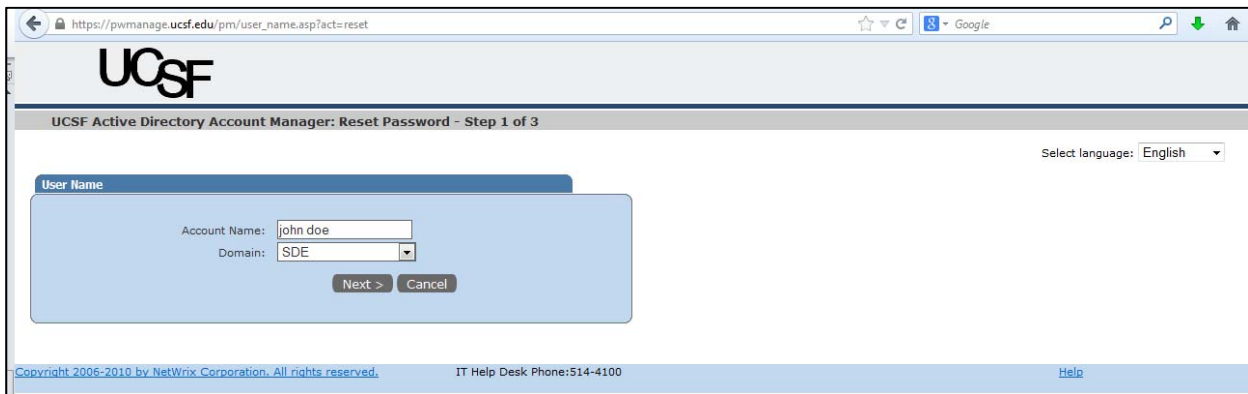
4. To reset your password, click the **Reset Password** button, to return to the home screen, click the **Home** button.

How to reset your UCSF password using Active Directory Account Manager

1. Click the **Reset Password** link.



2. Enter your account name in the **Account Name** field and for the **Domain** field, select **SDE** from the drop-down menu, click the **Next** button.

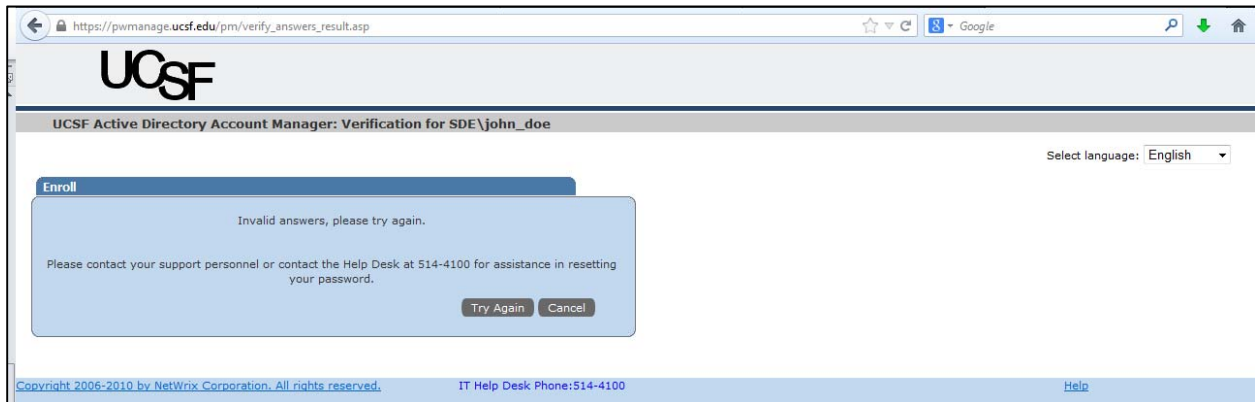


3. Complete the **Verification** questions, click the **Next** button.

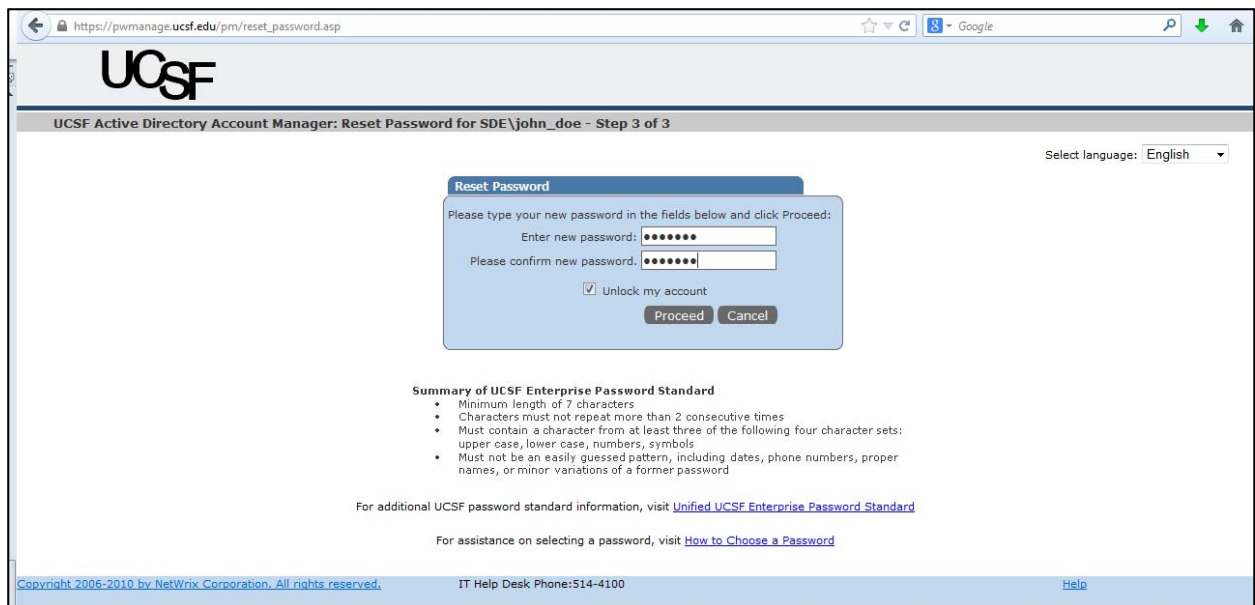


If you enter incorrect answers to the Verification questions, the Enroll screen displays the message, ***“Invalid answers, please try again.”***

4. To re-enter your answers, click the **Try Again** button.



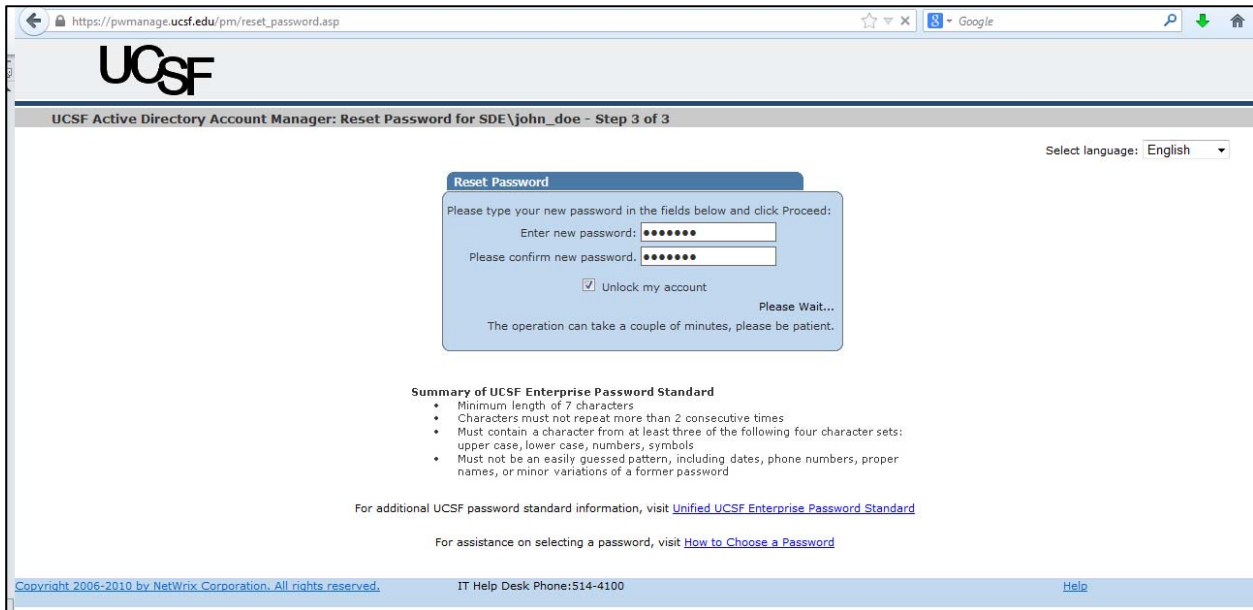
If you correctly completed the Verification questions, the following screen displays.



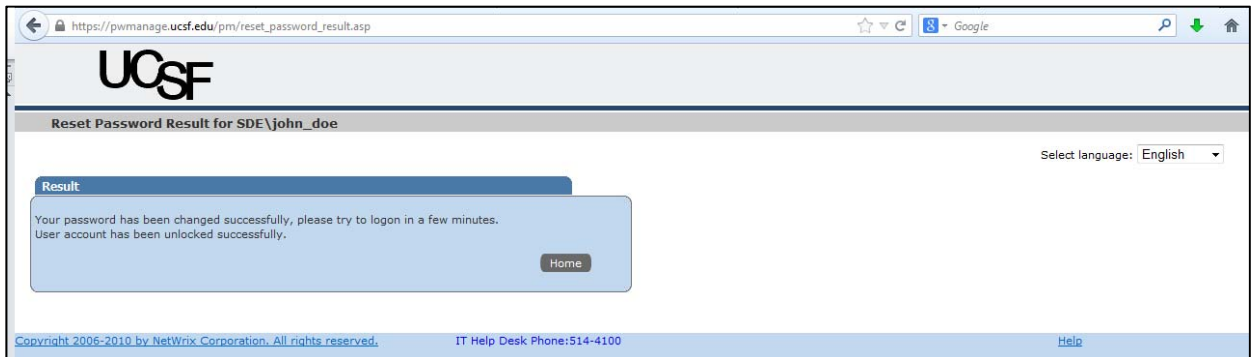
5. Complete the **Enter new password** and **Please confirm new password** fields, click the **Proceed** button.

Be sure to follow the **Summary of UCSF Enterprise Password Standard** instructions when you complete the **Enter New Password**, and **Please confirm new password** fields, click the **Next** button.

The UCSF Active Directory Account Manager displays the message, ***“Please Wait... The operation can take a couple of minutes, please be patient.”***

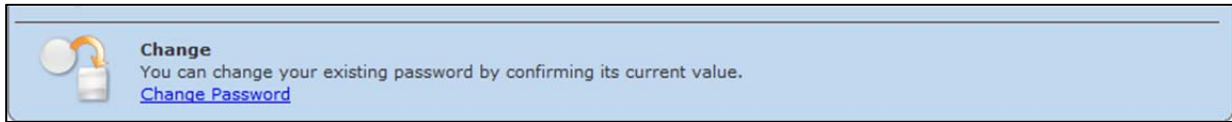


After your password reset has been completed, the **Result** message below displays.



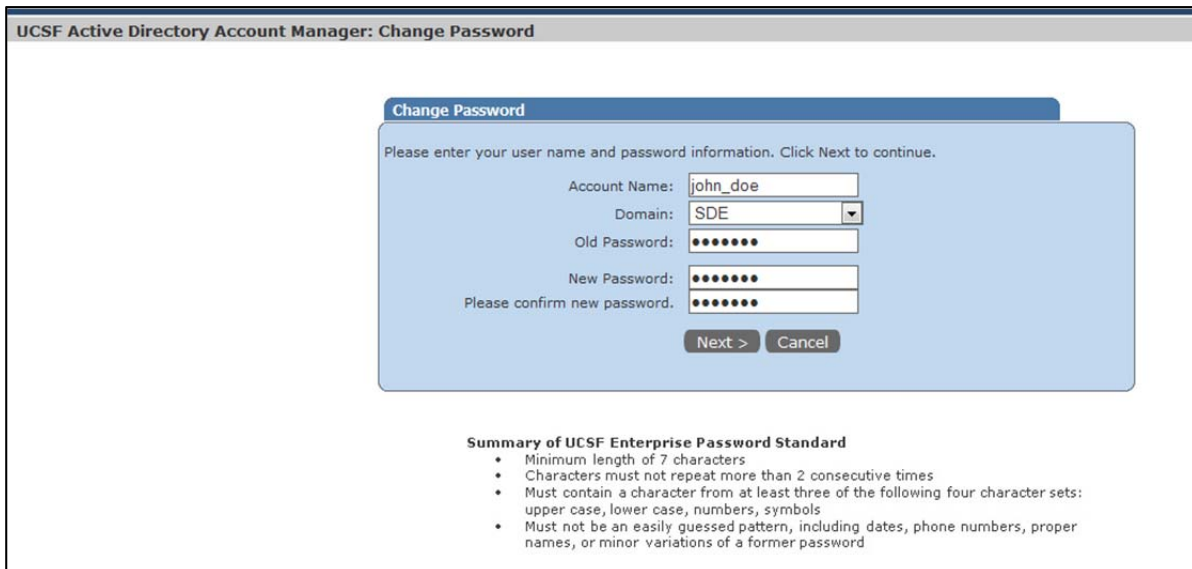
How to change your UCSF password using Active Directory Account Manager

1. Click the **Change Password** link.



2. Enter your account name in the **Account Name** field and for the **Domain** field, select **SDE** from the drop-down menu.

Be sure to follow the **Summary of UCSF Enterprise Password Standard** instructions when you complete the **Old Password**, **New Password**, and **Please confirm new password** fields, click the **Next** button.

A screenshot of the "UCSF Active Directory Account Manager: Change Password" web page. The page title is "UCSF Active Directory Account Manager: Change Password". The main content area contains a "Change Password" form with the following fields: "Account Name" (text input with "john_doe"), "Domain" (dropdown menu with "SDE"), "Old Password" (password input with 7 dots), "New Password" (password input with 7 dots), and "Please confirm new password." (password input with 7 dots). Below the form are "Next >" and "Cancel" buttons. At the bottom of the page, there is a "Summary of UCSF Enterprise Password Standard" section with a bulleted list of requirements: "Minimum length of 7 characters", "Characters must not repeat more than 2 consecutive times", "Must contain a character from at least three of the following four character sets: upper case, lower case, numbers, symbols", and "Must not be an easily guessed pattern, including dates, phone numbers, proper names, or minor variations of a former password".

If you have entered your new password correctly, the **Result** message below displays.

A screenshot of the "Change Password Result for SDE\john_doe" web page. The page title is "Change Password Result for SDE\john_doe". The main content area contains a "Result" message box with the text "Your password has been changed successfully, please try to logon in a few minutes." and a "Home" button.

Question about resetting your SDE password?

Please call the IT Help Desk at 415 514-4100 or email Academic Research Systems (ARS) at its-arssupport@ucsf.edu