Managing your REDCap and MyResearch Password for SDE Users

This document explains how to:

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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.

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

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

![Reset Password](image1)

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.

![User Name](image2)

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

![Verification Questions](image3)
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.

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.

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