

Job Aid: Password Reset

Purpose

The purpose of this Job Aid is to guide users through the step-by-step process of enabling security questions and resetting their passwords.

In this Job Aid, you will learn how to:

- Set Up Security Questions on Initial Login
 - Change Security Questions
 - Change Password
 - Reset Forgotten Password
-



Task A. Set Up Security Questions on Initial Login

From the TMS login screen:

1. Click in the **USER ID** text entry field and enter your User ID.



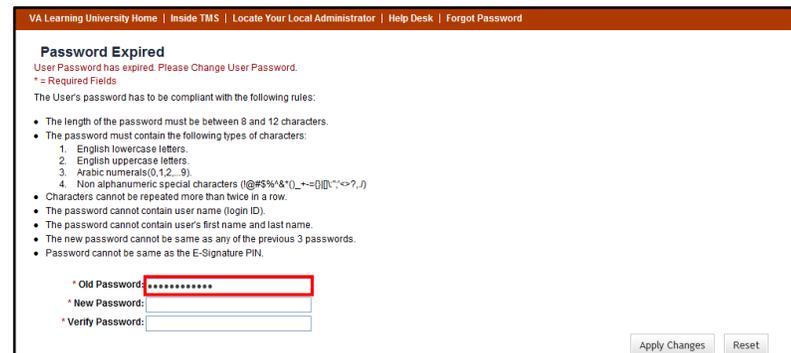
The screenshot shows the TMS login page. The 'USER ID' field contains 'testdb@test.com' and is highlighted with a red box and a '1' in a black square. The 'PASSWORD' field is empty. The 'SIGN IN' button is visible.

2. Click in the **PASSWORD** text entry field and enter your password.
3. Click **SIGN IN**.



The screenshot shows the TMS login page. The 'PASSWORD' field is filled with asterisks and highlighted with a red box and a '2' in a black square. The 'SIGN IN' button is highlighted with a red box and a '3' in a black square.

4. The **Password Expired** screen is displayed. Click in the **Old Password** text entry field and enter your old password.



The screenshot shows the 'Password Expired' screen. The 'Old Password' field is filled with asterisks and highlighted with a red box. The 'New Password' and 'Verify Password' fields are empty.

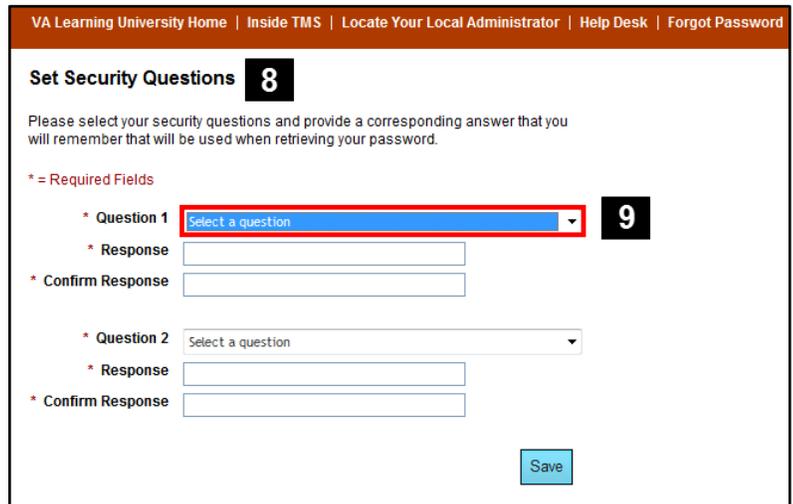
Note: The screen is ONLY displayed upon initial login.

5. Click in the **New Password** text entry field and enter your new password.
6. Click in the **Verify Password** text entry field and enter the same response again.
7. Click **Apply Changes**.



The screenshot shows the 'Password Expired' screen. The 'New Password' field is filled with asterisks and highlighted with a red box and a '5' in a black square. The 'Verify Password' field is filled with asterisks and highlighted with a red box and a '6' in a black square. The 'Apply Changes' button is highlighted with a red box and a '7' in a black square.

8. The **Set Security Questions** screen is displayed.
9. Click the **Question 1** drop-down arrow to view a list of ten security questions.



VA Learning University Home | Inside TMS | Locate Your Local Administrator | Help Desk | Forgot Password

Set Security Questions 8

Please select your security questions and provide a corresponding answer that you will remember that will be used when retrieving your password.

* = Required Fields

* Question 1 Select a question 9

* Response

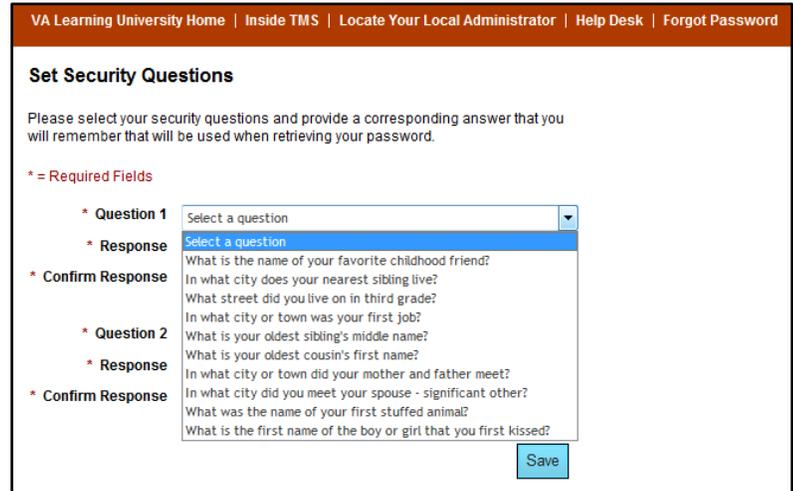
* Confirm Response

* Question 2 Select a question

* Response

* Confirm Response

10. The ten security questions are displayed. Select a question that you will always remember the answer to, but that would be challenging to others.



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Set Security Questions

Please select your security questions and provide a corresponding answer that you will remember that will be used when retrieving your password.

* = Required Fields

* Question 1 Select a question

* Response Select a question

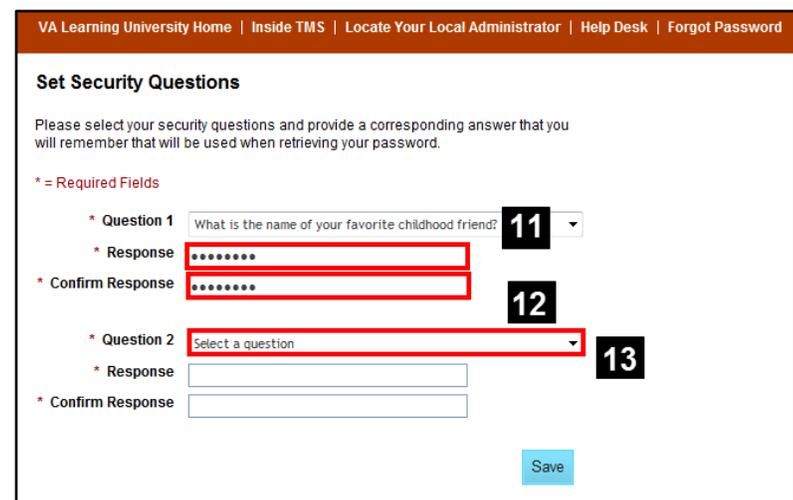
* Confirm Response What is the name of your favorite childhood friend?
In what city does your nearest sibling live?
What street did you live on in third grade?
In what city or town was your first job?

* Question 2 What is your oldest sibling's middle name?

* Response What is your oldest cousin's first name?

* Confirm Response In what city or town did your mother and father meet?
In what city did you meet your spouse - significant other?
What was the name of your first stuffed animal?
What is the first name of the boy or girl that you first kissed?

11. Click in the **Response** text entry field and enter your response.
12. Click in the **Confirm Response** text entry field and enter the same response again.
13. Click the **Question 2** drop-down arrow to view a list of ten security questions. Select a question that you will always remember the answer to, but that would be challenging to others.



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Set Security Questions

Please select your security questions and provide a corresponding answer that you will remember that will be used when retrieving your password.

* = Required Fields

* Question 1 What is the name of your favorite childhood friend? 11

* Response *****

* Confirm Response ***** 12

* Question 2 Select a question 13

* Response

* Confirm Response

- 14. Click in the **Response** text entry field and enter your response.
- 15. Click in the **Confirm Response** text entry field and enter the same response again.
- 16. Click **Save**.

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Set Security Questions

Please select your security questions and provide a corresponding answer that you will remember that will be used when retrieving your password.

* = Required Fields

* Question 1 What is the name of your favorite childhood friend? 14

* Response

* Confirm Response

* Question 2 In what city does your nearest sibling live? 14

* Response 15

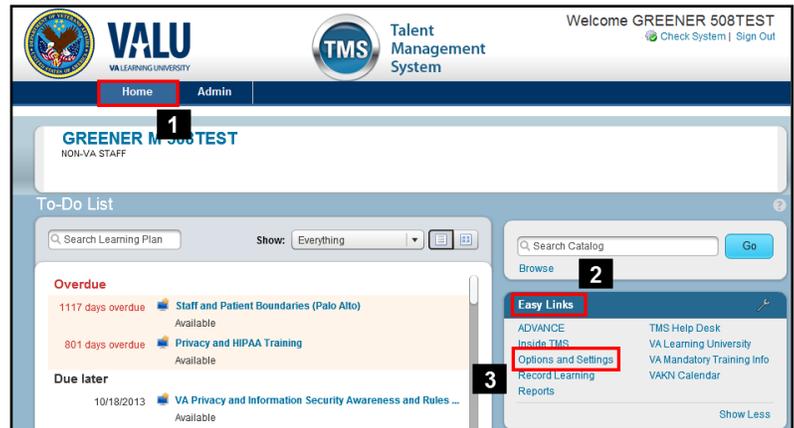
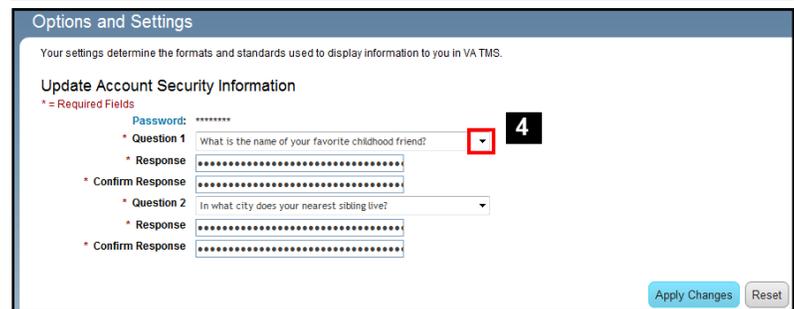
* Confirm Response

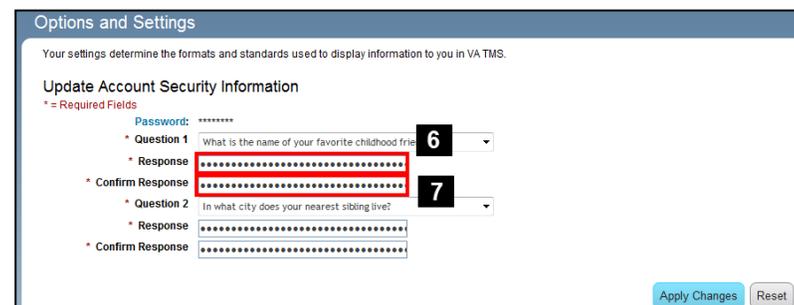
16



Task B. Changing Security Questions

1. Verify that the **Home** tab is selected.
2. Navigate to **Easy Links**.
3. Click **Options and Settings**.
4. The **Options and Settings** screen is displayed. The first section, **Update Account Security Information**, is where you can select your security questions and provide answers. Click the **Question 1** drop-down arrow to view a list of ten security questions.
5. The ten security questions are displayed. Select a question that you will always remember the answer to, but that would be challenging to others.
6. Click in the **Response** text entry field and enter your response.
7. Click in the **Confirm Response** text entry field and enter the same response again.



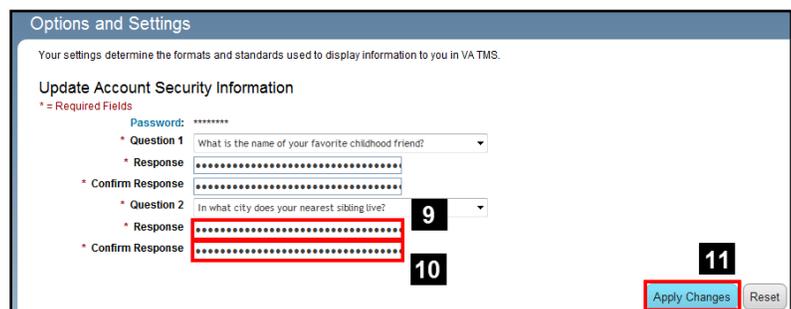
8. Click the **Question 2** drop-down arrow to view a list of ten security questions. Select a question that you will always remember the answer to, but that would be challenging to others.



Update Account Security Information
 * = Required Fields
 Password: *****
 * Question 1: What is the name of your favorite childhood friend?
 * Response: [text entry field]
 * Confirm Response: [text entry field]
 * Question 2: In what city does your nearest sibling live?
 * Response: In what city does your nearest sibling live?
 * Confirm Response: What is the name of your favorite childhood friend?
 What street did you live on in third grade?
 In what city or town was your first job?
 What is your oldest sibling's middle name?
 What is your oldest cousin's first name?
 In what city or town did your mother and father meet?
 In what city did you meet your spouse - significant other?
 What was the name of your first stuffed animal?
 What is the first name of the boy or girl that you first kissed?

Learning Notifications

- 9. Click in the **Response** text entry field and enter your response.
- 10. Click in the **Confirm Response** text entry field and enter the same response again.
- 11. Click **Apply Changes**.



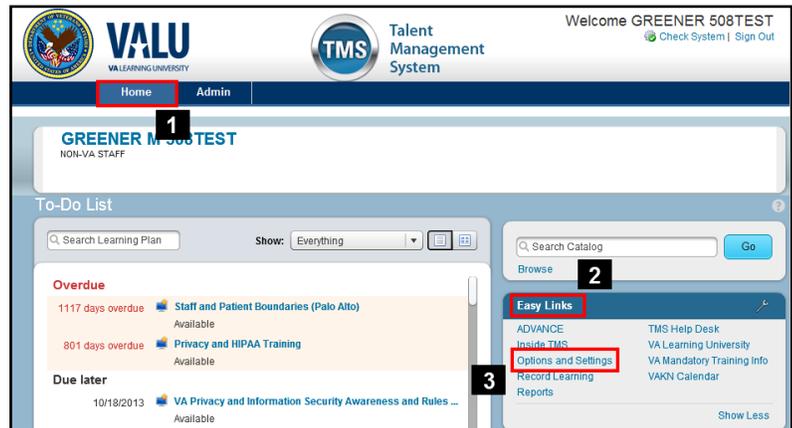
Options and Settings
 Your settings determine the formats and standards used to display information to you in VA TMS.
Update Account Security Information
 * = Required Fields
 Password: *****
 * Question 1: What is the name of your favorite childhood friend?
 * Response: [text entry field]
 * Confirm Response: [text entry field]
 * Question 2: In what city does your nearest sibling live?
 * Response: [text entry field]
 * Confirm Response: [text entry field]

Apply Changes Reset



Task C. Change a Password

1. Verify that the **Home** tab is selected.
2. Navigate to **Easy Links**.
3. Click **Options and Settings**.

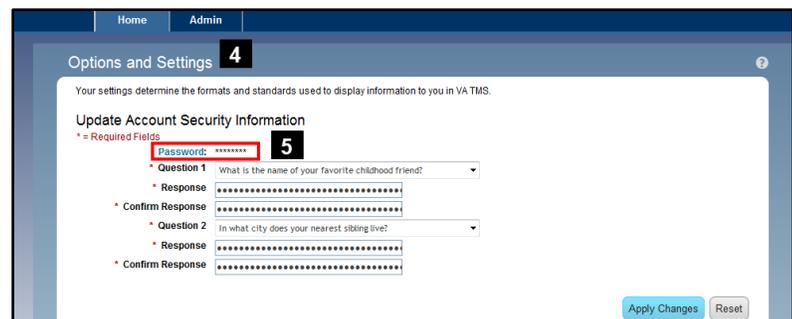


1. Home tab selected

2. Easy Links section

3. Options and Settings link highlighted

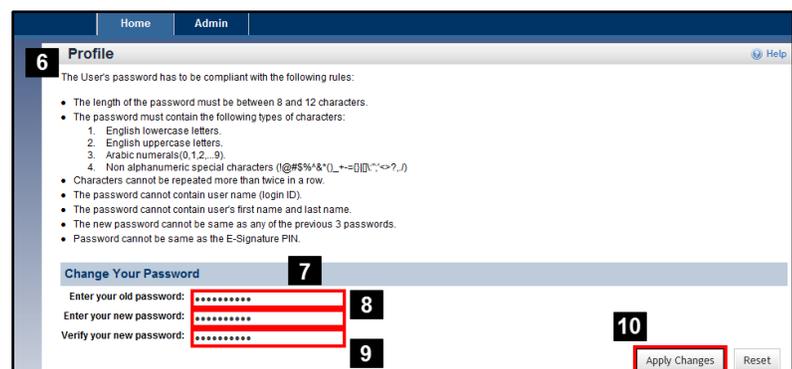
4. The **Options and Settings** screen is displayed. The first section, **Update Account Security Information**, is where you can change a password.
5. Click the **Password** link.



4. Options and Settings page

5. Password link highlighted

6. The **Profile** screen is displayed.
7. Click in the **Enter your old password** text entry field and enter your old password.
8. Click in the **Enter your new password** text entry field and enter your new password.
9. Click in the **Verify your new password** text entry field and enter the same new password.
10. Click **Apply Changes**.



6. Profile page

7. Change Your Password section

8. Enter your old password field

9. Enter your new password field

10. Verify your new password field

Apply Changes button



Task D. Reset Forgotten Password

From the TMS login screen:

1. Click **Forgot Password**.
2. Click in the **User ID** text entry field.
3. Enter your **User ID**.
4. Click **Submit**.
5. The **Security Questions** screen is displayed.
6. Click in the Question 1 **Security Answer** text entry field.



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TMS Talent Management System

USER ID: PASSWORD:

1

VA Learning University Home | Inside TMS | Locate Your Local Administrator | Help Desk | **Forgot Password** | Create New User | Check System



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TMS Talent Management System

VA Learning University Home | Inside TMS | Locate Your Local Administrator | Help Desk | **Forgot Password**

Password Reset

You are seeing this message for one of two reasons: 1) Your account has been locked by the system because you exceeded the acceptable number of failed login attempts, or 2) You have forgotten your Password and are requesting a Temporary Password. Enter your User ID in ALL CAPS then click **Submit** to have your temporary Password sent to your email account.

User ID: **2**



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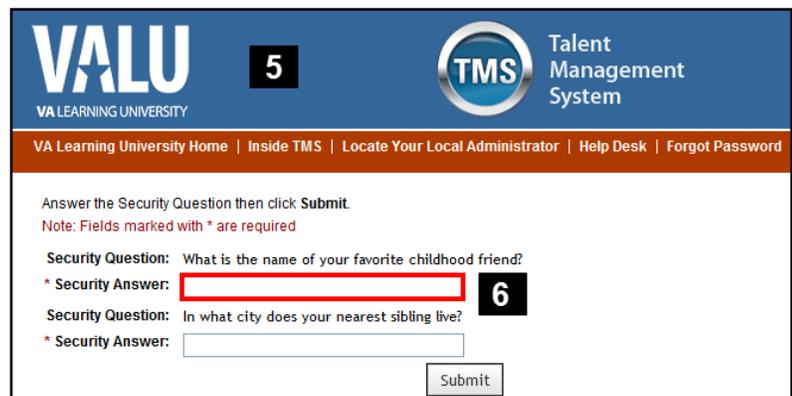
TMS Talent Management System

VA Learning University Home | Inside TMS | Locate Your Local Administrator | Help Desk | **Forgot Password**

Password Reset

You are seeing this message for one of two reasons: 1) Your account has been locked by the system because you exceeded the acceptable number of failed login attempts, or 2) You have forgotten your Password and are requesting a Temporary Password. Enter your User ID in ALL CAPS then click **Submit** to have your temporary Password sent to your email account.

User ID: **3** **4**



VALU VA LEARNING UNIVERSITY

TMS Talent Management System

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Answer the Security Question then click **Submit**.

Note: Fields marked with * are required

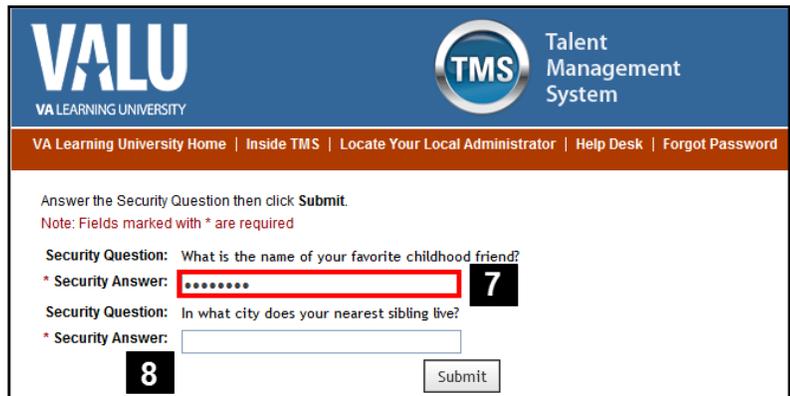
Security Question: What is the name of your favorite childhood friend?

* Security Answer: **6**

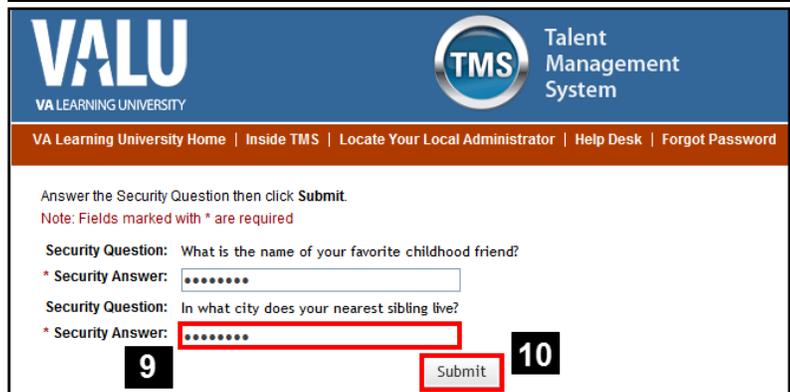
Security Question: In what city does your nearest sibling live?

* Security Answer:

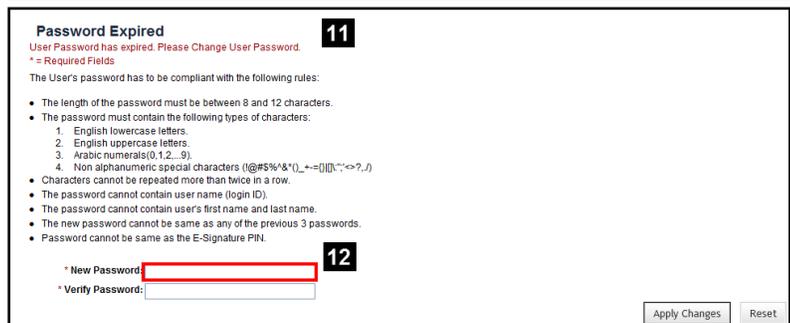
- 7. Enter your response
- 8. Click in the Question 2 **Security Answer** text entry field.



- 9. Enter your response.
- 10. Click **Submit**.



- 11. The **Password Reset** screen is displayed.
- 12. Click in the **New Password** text entry field.



- 13. Enter a new password.
- 14. Click in the **Verify Password** text entry field.



- 15. Enter the same new password.
- 16. Click **Apply Changes**.

Password Expired
 User Password has expired. Please Change User Password.
 * = Required Fields

The User's password has to be compliant with the following rules:

- The length of the password must be between 8 and 12 characters.
- The password must contain the following types of characters:
 1. English lowercase letters.
 2. English uppercase letters.
 3. Arabic numerals(0,1,2...9)
 4. Non alphanumeric special characters (!@#%&*^!_+~=|~<->?.,)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name (login ID).
- The password cannot contain user's first name and last name.
- The new password cannot be same as any of the previous 3 passwords.
- Password cannot be same as the E-Signature PIN.

* New Password: **15**

* Verify Password: **15**

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- 17. You are automatically logged into the TMS.



Welcome GREENER 508TEST
[Check System](#) | [Sign Out](#)

Home
Admin

GREENER M 508TEST **17**
NON-VA STAFF

To-Do List

Search Learning Plan Show: Everything

Overdue

- 1118 days overdue Staff and Patient Boundaries (Palo Alto)
Available
- 802 days overdue Privacy and HIPAA Training
Available

Search Catalog

Browse

Easy Links

- ADVANCE
- Inside TMS
- Options and Settings
- TMS Help Desk
- VA Learning University
- VA Mandatory Training Info