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# eFinance Password Recovery

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Outlines Self  
Registration Site, and  
Password Change  
Reset Process

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Educational Service Unit #3

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### **Section 1:**

Self-registration

### **Section 2:**

Password Change

Password Reset

### **Section 3:**

Expiration

### **OVERVIEW:**

**the purpose of this document is to prepare each user and accounts for Password expiration, Step One is to complete the Self Registration and Step 2, the Password Reset. Once this completed for the District will enable Password expiration at 180 Days.**

**This document outlines the process to “define” critical information to allow Password reset/Recovery and be notified.**

**Any questions please contact the ESU#3 helpdesk, [helpdesk@esu3.org](mailto:helpdesk@esu3.org)**

## Section 1:

### SELF REGISTRATION:

Step 1, requires the user to Login to the ADSS Portal, which is available via the “Reset/Forgot Link”

On <https://efinance.esu3.org>



You will be redirected to the Password Reset Portal. Shown below:

The user will login with the “existing” eFinance, username and password to the portal

Please insure you have an email address on the “My Info” page, if you do not please enter one. As this email will be used to send you notification of the impending password expiration.

# Educational Service Unit 3 Password Reset



Set or Reset your Password :

**Reset Password**  
Reset your forgotten password

**Change Password**  
Change your password using current password



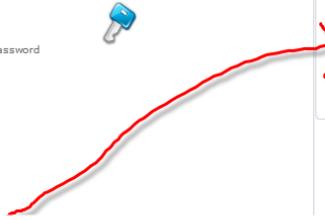
**Sign in**

User Name: frodo.baggins

Password: .....

Log on to: EFINANCE

**Login**



LOG into the AD Self Service System with existing Password and Enroll.

Begin by verified your password:

ManageEngine ADSelfService Plus Sign Out

Welcome, frodo.baggins

Search Employee

My Info Change Password Enrollment

**Self Update**

Update your personal information, such as contact details, in this page.

Mobile Access Help

**General** \* Mandatory

Description: Telephone Number: E-mail: frodo@bagends.home

Web Page: Office:

**Contact**

Home Phone: Fax: IP Phone:

Pager: Mobile: pigeon

**Address**

Street: State: MiddleEarth

PO Box: Zip:

City: theShire

**Update**

https://aunsoft.com/secure.htm

Update your email address. This INSURES, you will be notified when your password is about to expire, this is the only reason.



ManageEngine  
ADSelfService Plus  
Welcome, frodo.baggins  
Sign Out

Search Employee

My Info Change Password Enrollment

### Self Update

Update your personal information, such as contact details, in this page.

Mobile Access Help

Successfully updated the user properties.

**General** \* Mandatory

Description :

Telephone Number :

Web Page :

Office :

E-mail : frodo@theshireisp.com

**Contact**

Home Phone :

Fax :

Pager :

IP Phone :

\* Mobile : pigeon

**Address**

Street :

State : MiddleEarth

PO Box :

Zip :

City : theShire

Update

Clicked Update will display "Green Banner Shown"

ManageEngine  
ADSelfService Plus  
Welcome, frodo.baggins  
Sign Out

Search Employee

My Info Change Password Enrollment

### Self Update

Update your personal information, such as contact details, in this page.

Mobile Access Help

**General** \* Mandatory

Description :

Telephone Number :

Web Page :

Office :

E-mail : frodo@theshireisp.com

**Contact**

Home Phone :

Fax :

Pager :

IP Phone :

\* Mobile : pigeon

**Address**

Street :

State : MiddleEarth

PO Box :

Zip :

City : theShire

Update

click on the Enrollment Tab

In the screen below the user can select one or more of the selectable items to answer.

The screenshot shows the 'User Registration' page in the ADSelfService portal. The user is logged in as 'frodo.baggins'. The page has tabs for 'My Info', 'Change Password', and 'Enrollment'. A message states: 'You have already enrolled! If you desire, you can alter your enrollment information here.' Under the 'Security Que & Ans' section, there is a 'Length Specification' note: 'The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters'. Below this is the 'Register Your Security Que & Ans' section. A dropdown menu is open, showing a list of questions: 'What is your mother's maiden name?', 'Where is your favorite vacation spot?', 'What is your favourite color?', 'Who is your childhood hero?', 'What was the name of your elementary / primary school?', 'What is the first name of your oldest nephew/ niece?', 'When is your parents' wedding anniversary?', 'What was your favourite cartoon character during your childhood?', 'What is the first name of your grandmother (mother's mother)?', 'What is your oldest child's nickname/petname?', 'What is your father's middle name?', 'What was the last school you attended?', and 'What is your random word?'. An 'Update' button is visible to the right of the dropdown.

This screenshot shows the same 'User Registration' page. The dropdown menu is now closed, and the question 'Who is your childhood hero?' is selected. The answer 'gandalf' has been entered into the text field. A red arrow points from the text 'Enter an answer to any of the questions shown above.' to the 'Update' button. The 'Update' button is located at the bottom right of the form area.

Once you click on "Update", your "answer" is saved, and you can "Now" log out. And begin the reset process.

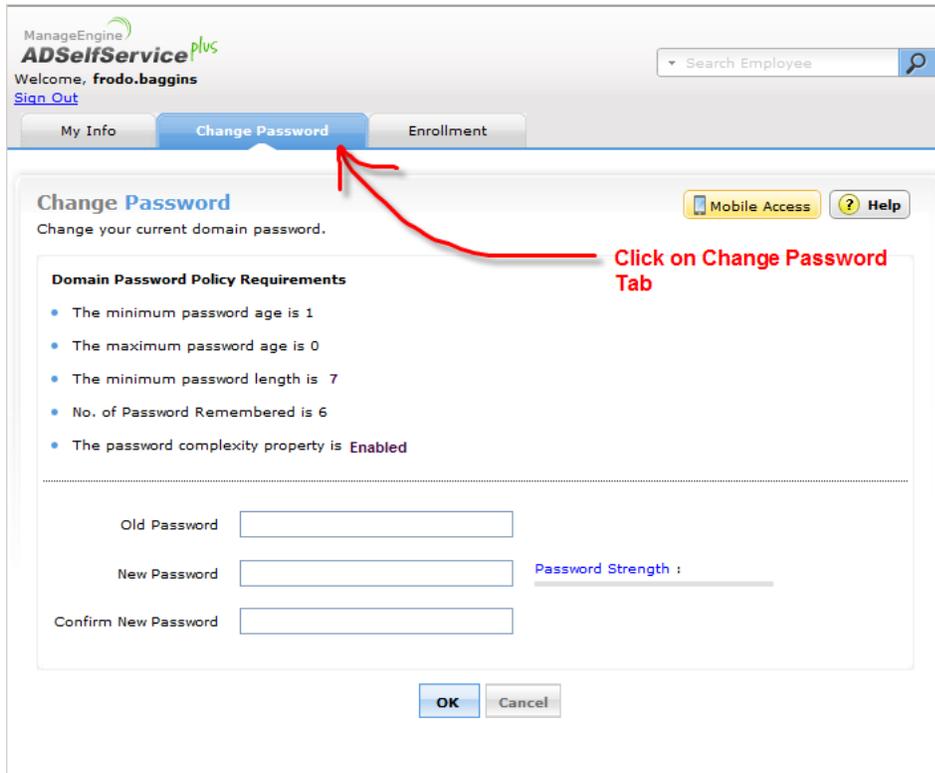
The screenshot shows the ADSelfService portal after the update. A green success message box is displayed: 'Successfully Updated the Registration.' Below this message is a button that says 'Click on My Info to edit your own details.' The 'Enrollment' tab is still selected in the navigation bar.

## Section 2:

### PASSWORD CHANGE:

While in the AD Self Service Portal you can “Change” your password.

Click ON Change Password TAB:



The screenshot shows the AD Self Service Portal interface. At the top, there is a search bar for employees and a navigation menu with tabs for 'My Info', 'Change Password', and 'Enrollment'. The 'Change Password' tab is highlighted in blue. Below the navigation, the 'Change Password' section is visible, containing a 'Domain Password Policy Requirements' list, input fields for 'Old Password', 'New Password', and 'Confirm New Password', and a 'Password Strength' indicator. A red arrow points to the 'Change Password' tab with the text 'Click on Change Password Tab'.

### **Your Password must meet following criteria:**

1. Must be a minimum of seven (7) characters
2. Must contain three (3) of the following four categories:
  - a. English uppercase characters (A-Z)
  - b. English lowercase characters (a-z)
  - c. Number (0-9)
  - d. Non-alpha-numeric characters (\*,\$,%)
3. Password history is retained.
4. You cannot re-use a password
  - a. An example of a valid password is 1C@t2k0l.
  - b. This password uses all four characteristics.
  - c. Please do not use obvious passwords like Husker1, your name1, etc

ManageEngine  
**ADSelfService** plus  
Welcome, **frodo.baggins**  
[Sign Out](#)

Search Employee

My Info **Change Password** Enrollment

### Change Password

Change your current domain password.

[Mobile Access](#) [Help](#)

**Domain Password Policy Requirements**

- The minimum password age is 1
- The maximum password age is 0
- The minimum password length is 7
- No. of Password Remembered is 6
- The password complexity property is **Enabled**

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Old Password

New Password  Password Strength : **Good**

Confirm New Password

If you entered New Password Correctly you will see the screen below and be able to login to eFinance with the new Password.

Your password will be good for 180 days after each Password Change. At Day 173 of Password's life you will begin receiving email reminding you to "Change" your Password, it is as simple as following the above process to reset the password again.

My Info

Change Password

Enrollment



Your password has been changed successfully.

Click on [My Info](#) to edit your own details.

## PASSWORD RESET:

Reset is for when you do not remember your password..

On the “Landing Page” <https://efinance.esu3.org> you will see “Change/Forgot/Reset Your Password? “

You will click that link.



The screen below will appear you will “reset Password”

## Educational Service Unit 3 Password Reset



**Set or reset your Password :**

**Reset Password**  
Reset your forgotten password

**Change Password**  
Change your password using current password

**Click Here**

**Sign in**

**User Name:**

**Password:**

**Log on to:** EFINANCE

**Login**

Type in your “eFinance” login ID:

ManageEngine  
**ADSelfService Plus**

**Reset Your Password**  
Please provide your user name and domain name.

**eFinance Username**

Domain User Name:  (Example : Jemith)

Domain Name:

**Continue** **Cancel**

You will need to know the Random word you received in “training” or obtain it from ESU.

If you defined your own “question” you could be prompted for this instead.

**Security Questions**  
Please answer the following question(s) as per your enrollment profile to reset your password

**Answer the below question(s)**

Que: Where is your favorite vacation spot?

Ans:

Type the characters you see in the picture below.

Letters are not case-sensitive

**Continue** **Cancel**

Following the correct “Password Format”

5. Must be a minimum of seven (7) characters
6. Must contain three (3) of the following four categories:
  - a. English uppercase characters (A-Z)
  - b. English lowercase characters (a-z)
  - c. Number (0-9)
  - d. Non-alpha-numeric characters (\*,\$,%)
7. Password history is retained.
8. You cannot re-use a password
  - a. An example of a valid password is 1C@t2k0l.
  - b. This password uses all four characteristics.
  - c. Please do not use obvious passwords like Husker1, your name1, etc

Reset Password  
Please enter a new password in the boxes below:

**Domain Password Policy Requirements**

- The minimum password age is 1
- The maximum password age is 0
- The minimum password length is 7
- No. of Password Remembered is 6
- The password complexity property is enabled

Reset Password

New Password :

Confirm New Password :

Password Strength : \_\_\_\_\_

Type the characters you see in the picture below.

gs5nm8

Letters are not case-sensitive

Reset Password Cancel

time left for this operation : 04:11:0

new password must be 3 of 4  
1. Alpha Numeric, Upper Lower Case,  
special characters

ManageEngine  
**ADSelfService** plus

Mobile Access Help

✓ The password reset has been done successfully. Proceed with your normal operations. [\[Back to home\]](#)

**FINISHED!!**  
**you can now launch and login into to eFinance as normal**

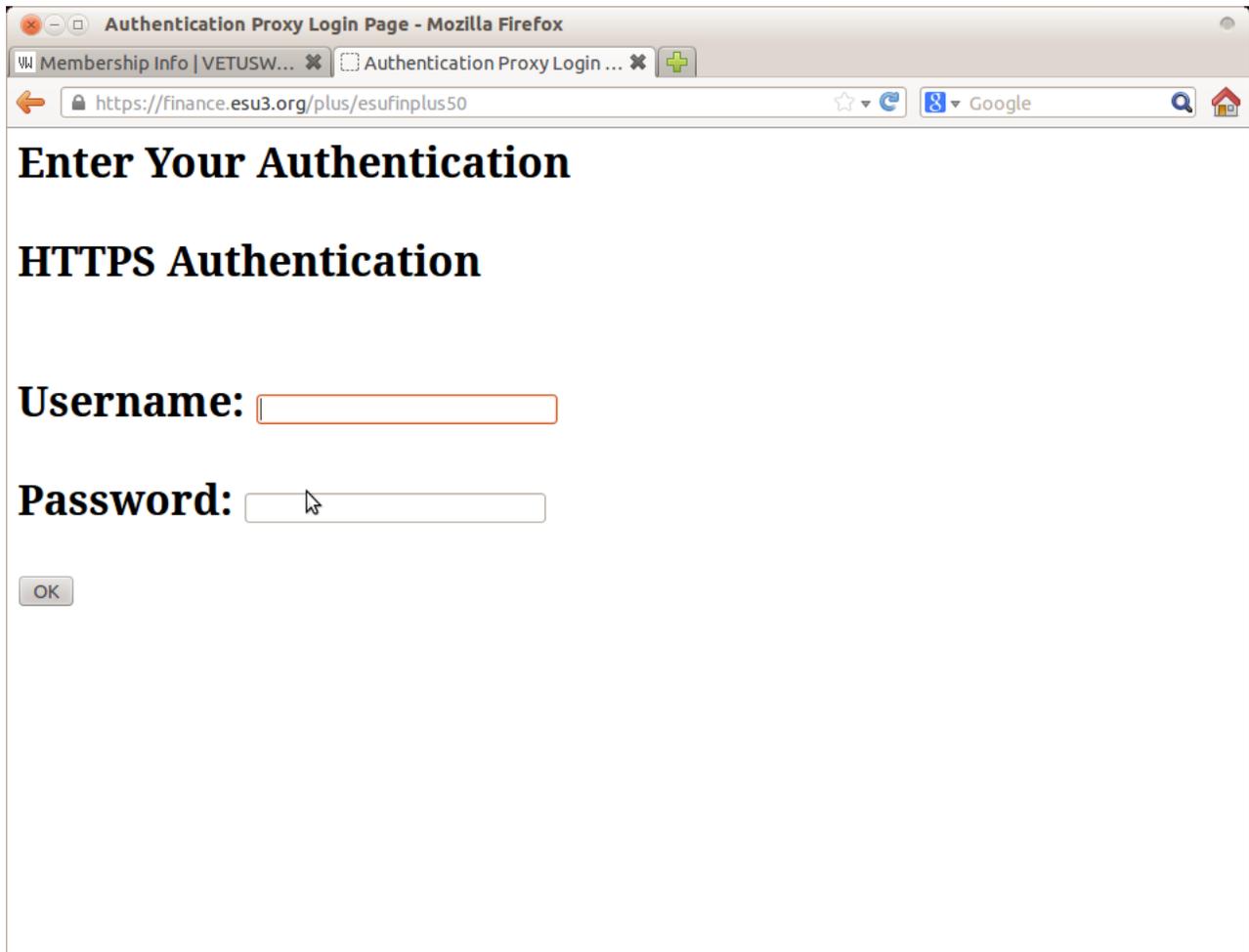
Close the password change screen and return to the Landing Page:

<https://efinance.esu3.org>

## EXPIRATION:

After 180 days, user passwords will expire, For each of 7 Days prior to the expiration, IF the user does not reset their password the user will be informed via the email address entered in the Self Service System that their password will expire in # no of days. On expiration day the user will no longer receive and email, also they if they attempt to login to eFinance, they will get a message indicating authentication failure. In order to proceed they WILL at this point need to reset the password per the instructions shown below, which is a reiteration of information in Section 2 of this document.

At this point you will need to reset your eFinance Password.



Authentication Proxy Login Page - Mozilla Firefox

Membership Info | VETUSW... Authentication Proxy Login ...

https://finance.esu3.org/plus/esu3plus50

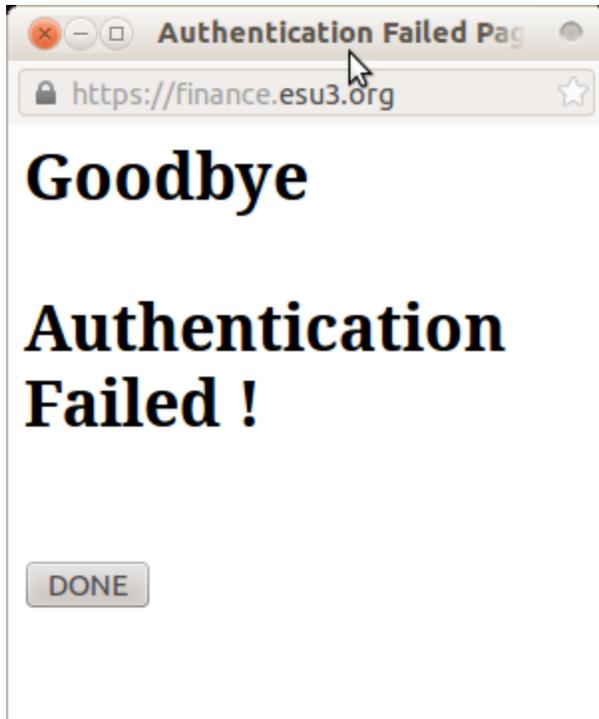
## Enter Your Authentication

### HTTPS Authentication

**Username:**

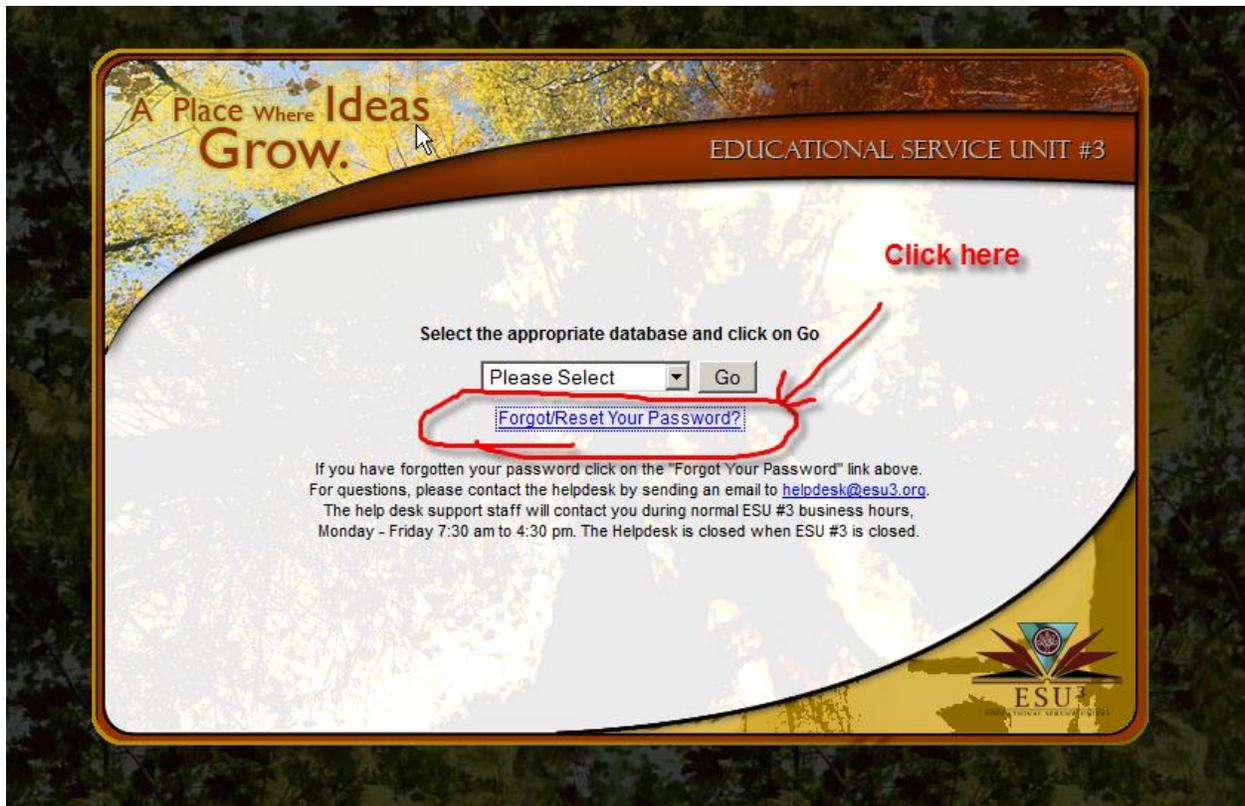
**Password:**

OK



On the "Landing Page" <https://efinance.esu3.org> you will see "Forgot/Reset Your Password? "

You will click that link.



The screen below will appear you will “reset Password”

**Educational Service Unit 3  
Password Reset**

Set or Reset your Password :

**Reset Password**  
Reset your forgotten password

**Change Password**  
Change your password using current password

**Sign in**

**User Name:**

**Password:**

**Log on to:** EFINANCE

**Login**

Type in your “eFinance” login ID:

Reset Your Password  
Please provide your user name and domain name.

**eFinance Username**

Domain User Name: frodo.baggins (Example : Jamith)

Domain Name: EFINANCE

**Continue** **Cancel**

You will need to know the Random word you received in “training” or obtain it from ESU.

If you defined your own “question” you could be prompted for this instead.

**Security Questions**  
Please answer the following question(s) as per your enrollment profile to reset your password

**Answer the below question(s)**

Que: Where is your favorite vacation spot?

Ans:

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Type the characters you see in the picture below.



Letters are not case-sensitive

### Following the correct "Password Format"

1. Must be a minimum of seven (7) characters
2. Must contain three (3) of the following four categories:
  - a. English uppercase characters (A-Z)
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3. Password history is retained.
4. You cannot re-use a password
  - a. An example of a valid password is 1C@t2k0l.
  - b. This password uses all four characteristics.
  - c. Please do not use obvious passwords like Husker1, your name1, etc

**Reset Password**  
Please enter a new password in the boxes below:

time left for this operation : 01:10

**Domain Password Policy Requirements**

- The minimum password age is 1
- The maximum password age is 0
- The minimum password length is 7
- No. of Password Remembered is 6
- The password complexity property is enabled

**Reset Password**

New Password :

Confirm New Password :

Password Strength : \_\_\_\_\_

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Type the characters you see in the picture below.



Letters are not case-sensitive

*new password must be 3 of 4  
1. Alpha Numeric, Upper Lower Case,  
special characters*

✓ The password reset has been done successfully. Proceed with your normal operations. [\[Back to home\]](#)

**FINISHED!!**  
**you can now launch and login into to eFinance**  
**as normal**

Close the password change screen and return to the Landing Page:

<https://efinance.esu3.org>