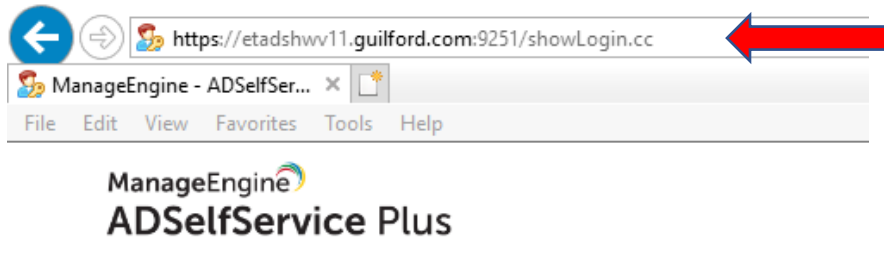


AD SelfService Setup and Usage

Log in to <https://etadshwv11.guilford.com:9251>

Click on User Registration



Update Your Profile Efficiently :

- [User Registration](#)
Establish your identity via registration
- [Change Password](#)
Change your password using current password

Logon using your current Windows username and password

Please login here

Sign in

User Name:

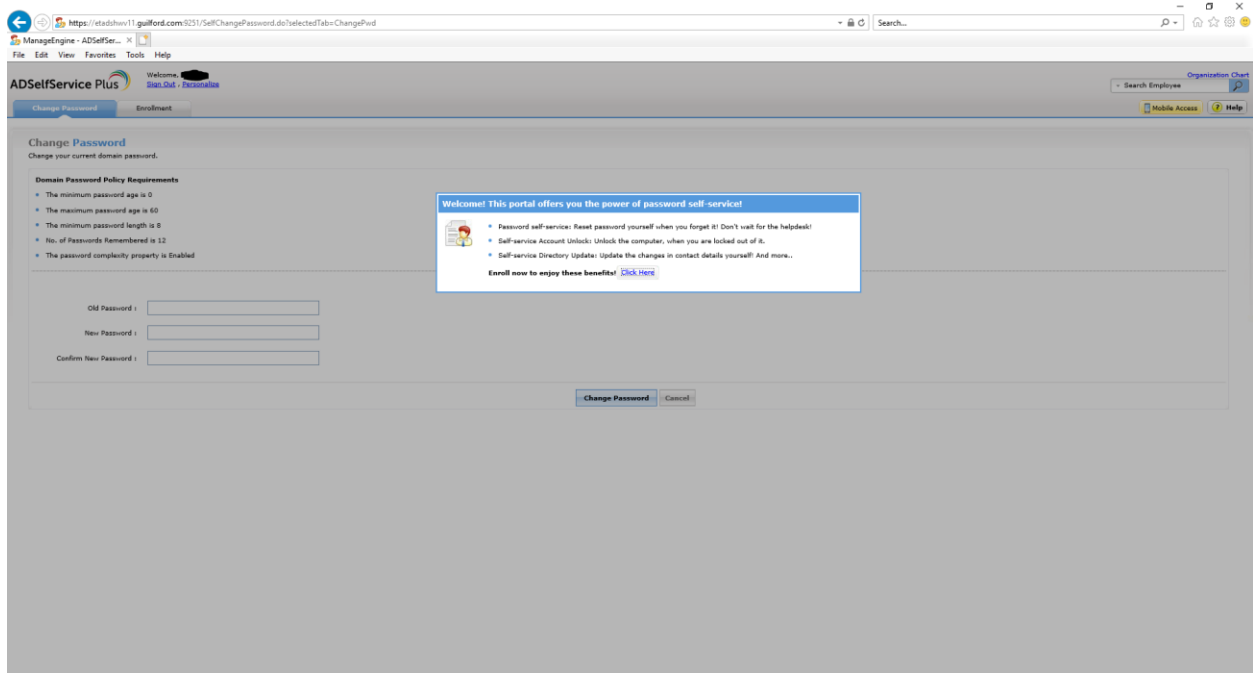
Password:

Log on to:

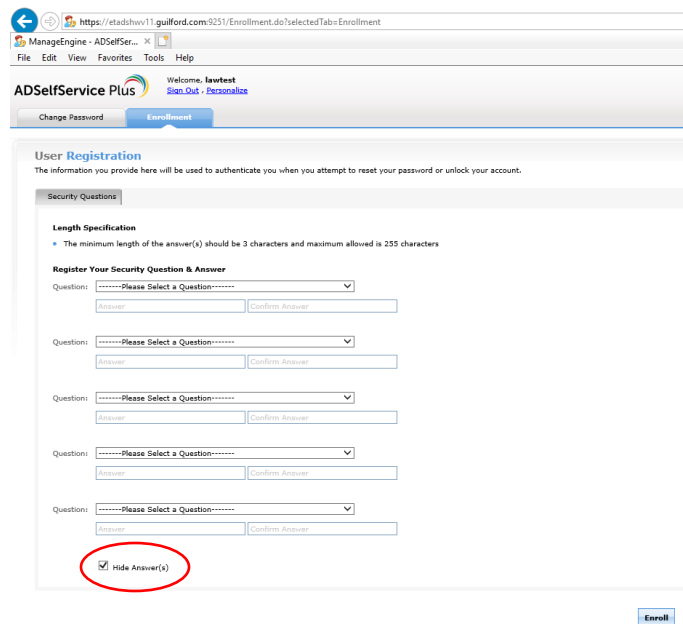
 **Reset Password**
Reset your forgotten password

 **Unlock Account**
Unlock your locked out account

Begin the registration process. Follow the prompts. You MUST provide an answer for each of the 5 questions. Answers must have a minimum of 3 characters. Users can not use their username as an answer and you can not use the same answer on multiple questions. More questions may be added to the selection in the future.



During the enrollment process, you can choose to see the answers you are providing by unchecking the Hide Answers box near the bottom of the screen.



Once a user is enrolled and they need to change or unlock their password, they have a few options.

1-From a computer that someone has logged on, open the AD SelfService site and unlock or reset their password. <https://etadshwv11.guilford.com:9251>

Choose either Reset or Unlock Account



Please login here



Sign in

User Name:


Password:

Log on to:

 **Reset Password**
Reset your forgotten password 


 **Unlock Account**
Unlock your locked out account 


Enter your username and the Capcha information and click continue


Domain User Name  (Example : Jsmith)

Domain Name

Type the characters you see in the picture below.



Letters are not case-sensitive 



3 of the 5 security questions you answered will be presented 1 at a time in random order. Once you have answered the 3 questions, you will be presented a box to enter your new password in 2 times. Depending on your security requirements, provide a new password meeting those requirements. Your requirements will be listed on the screen. Click Reset Password to have your password changed. If you are unlocking your account, click the Unlock Account button when prompted.

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

Domain Password Policy Requirements

- The minimum password age is 5 minutes
- The maximum password age is 60 days
- The minimum password length is 12
- No. of Passwords Remembered is 12
- The password complexity property is Enabled

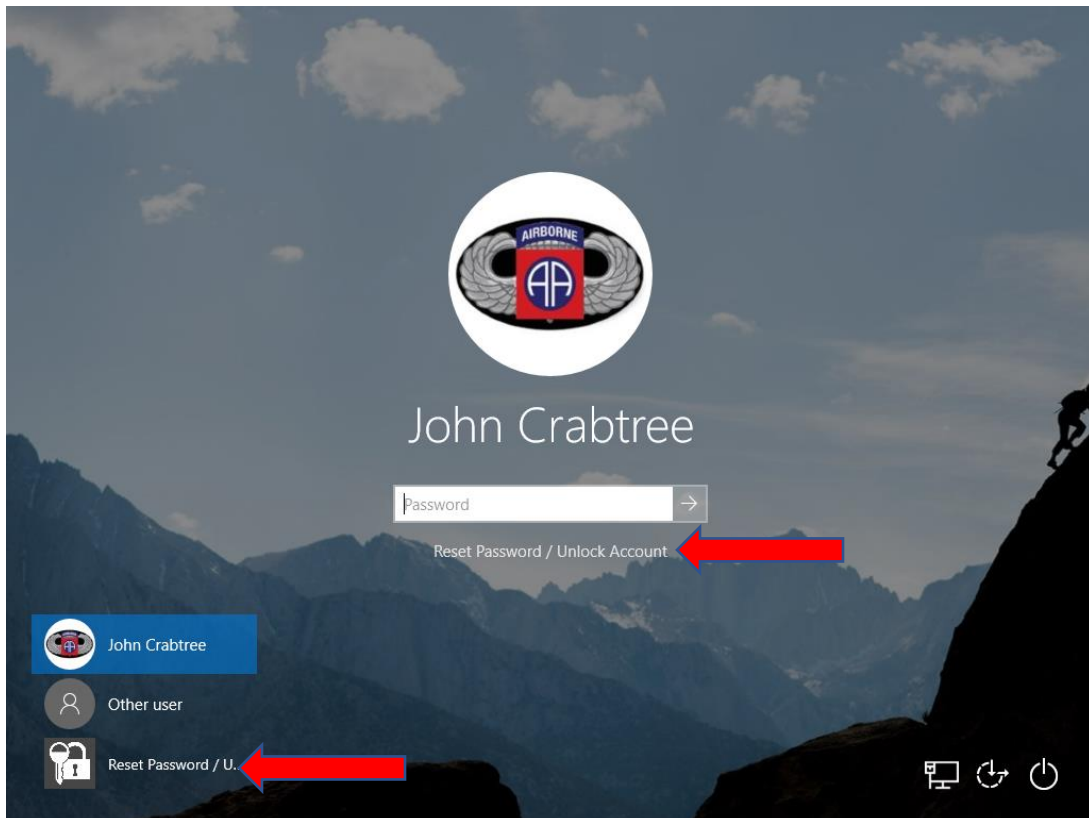
Reset Password

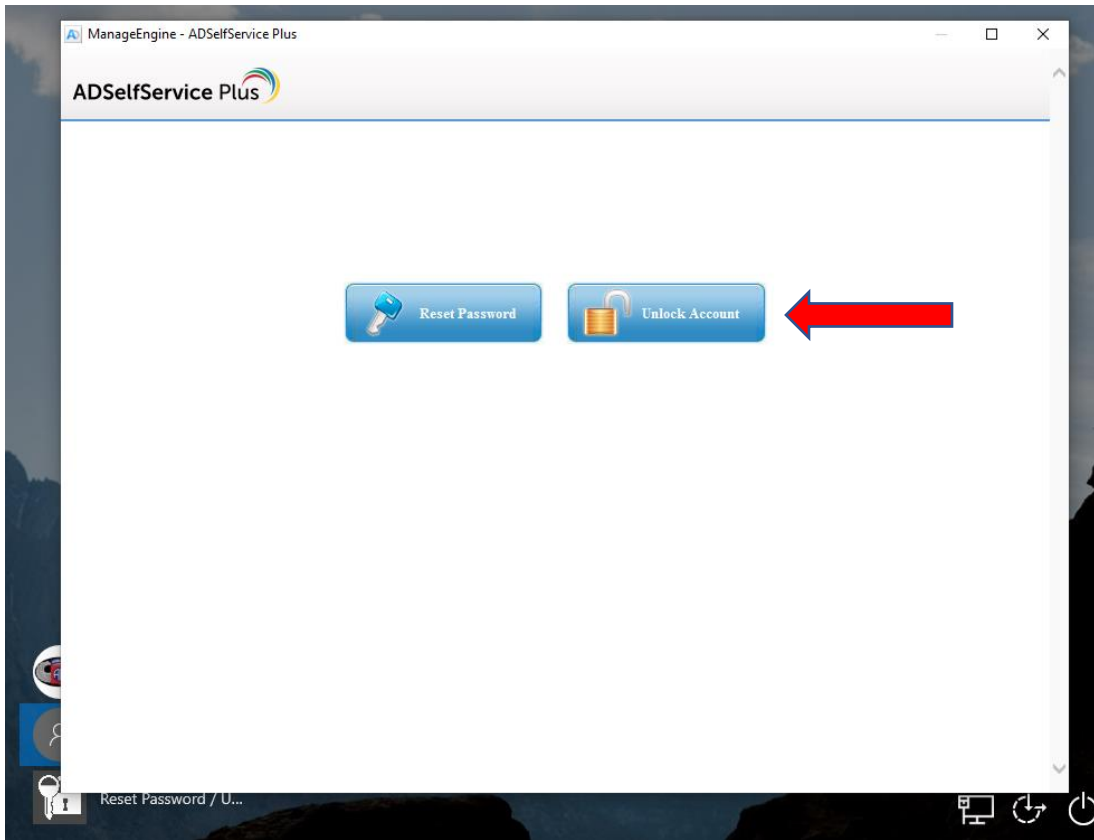
New Password :

Confirm New Password :

Time left for this operation : 03:34

2-From the Login screen of a computer, you can also select the Reset Password/Unlock Account links and follow the same process as the web site provides





If the Password Reset/Unlock software has not been installed yet, please use a computer that has been logged in to reset your password. The software is being rolled out by department.