UNIVERSITY OF JOHANNESBURG

LOGIN Process

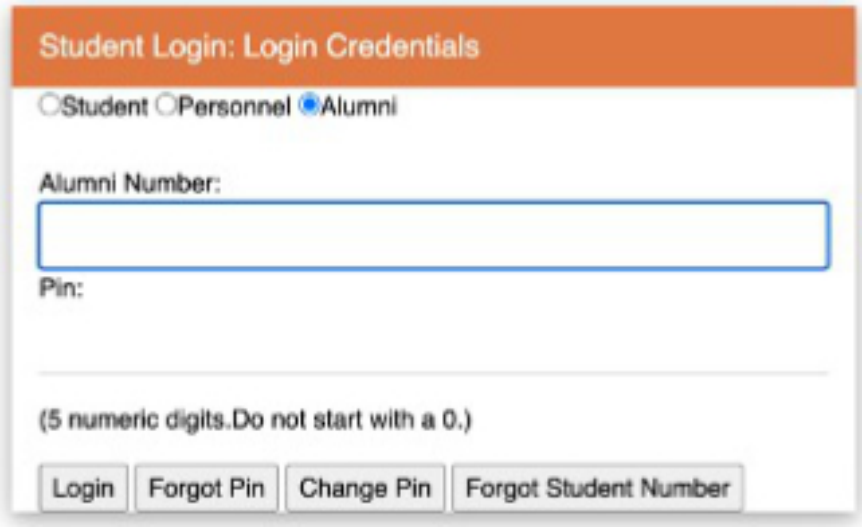
Contents

1) Logging in for the first time 2
STEP 1 – Alumni logins with current Pin 2
STEP 2 – Create new password 2
STEP 3 – Access iEnabler 3
STEP 3 – Access iEnabler 3
2) Logging in while password is still valid 4
STEP 1 – Login with Pin 4
STEP 2 – Login with known password 4
3) Resetting password 4
STEP 1 Login with pin 5
STEP 2 Password expired 5
STEP 3 – Enter the old password and create a new password 5
STEP 4 – Click on FORGOT PASSWORD 6
4) Change password 6
STEP 1 Login with pin 6
STEP 2 Click on Change Password hyperlink 6
STEP 3 Change the password 7

1) Loggingin for the first time

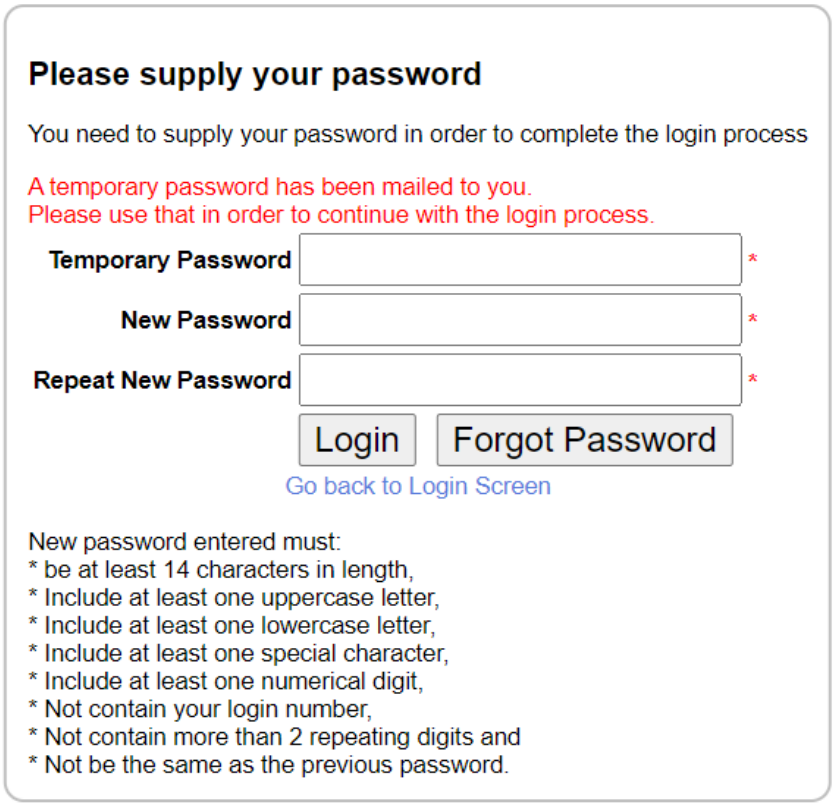
STEP 1 – Alumni loginswith current Pin

The Alumnus will need to select Alumni before entering their credentials.



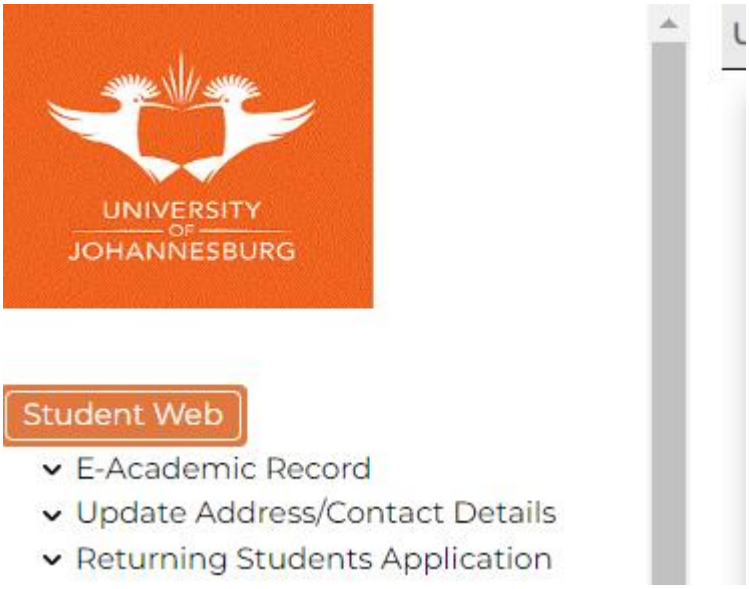
STEP 2 – Create new password

The Alumni will be confronted with the following screen where the Alumni needs to use the temporary password which was mailed to their personal e–mailaddress on the system and create a new password before continuing with loggingin.



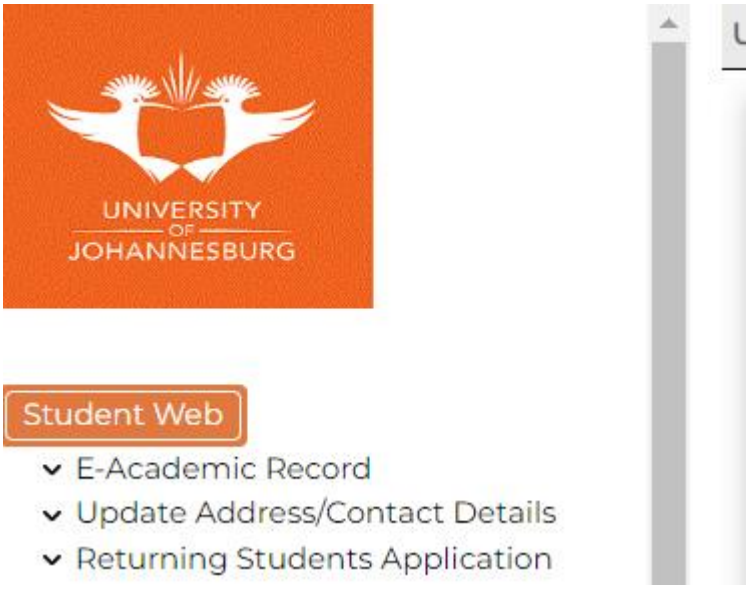
STEP 3 – Access iEnabler

After supplying a password that conforms to all the requirements the Alumni can access the functions on the iEnabler



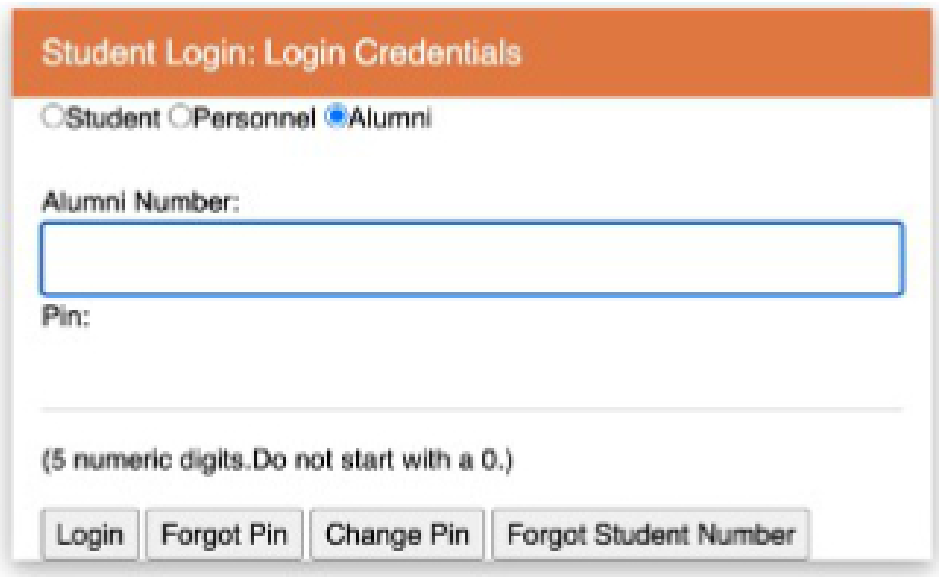
STEP 3 – Access iEnabler

After supplying a password that conforms to all the requirements the Alumni can access the functions on the iEnabler

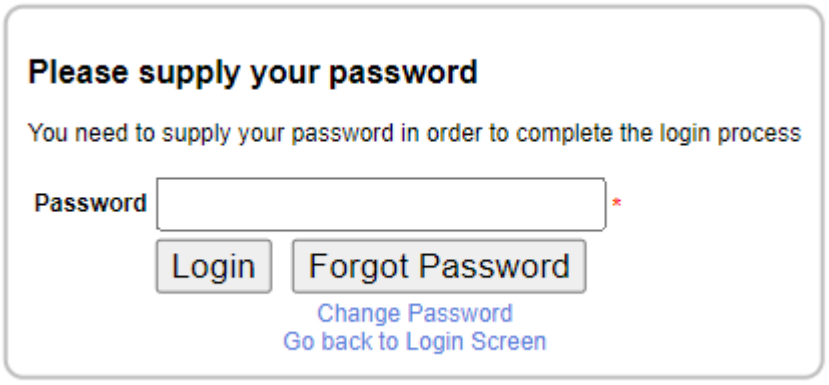


2) Loggingin while password is still valid

STEP 1 – Loginwith Pin



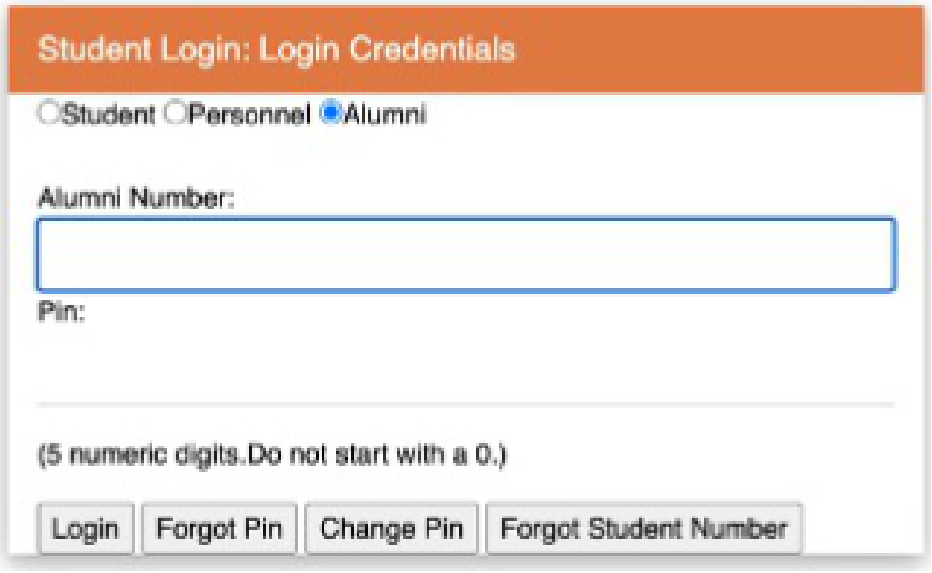
STEP 2 – Login with known password



3) Resetting password

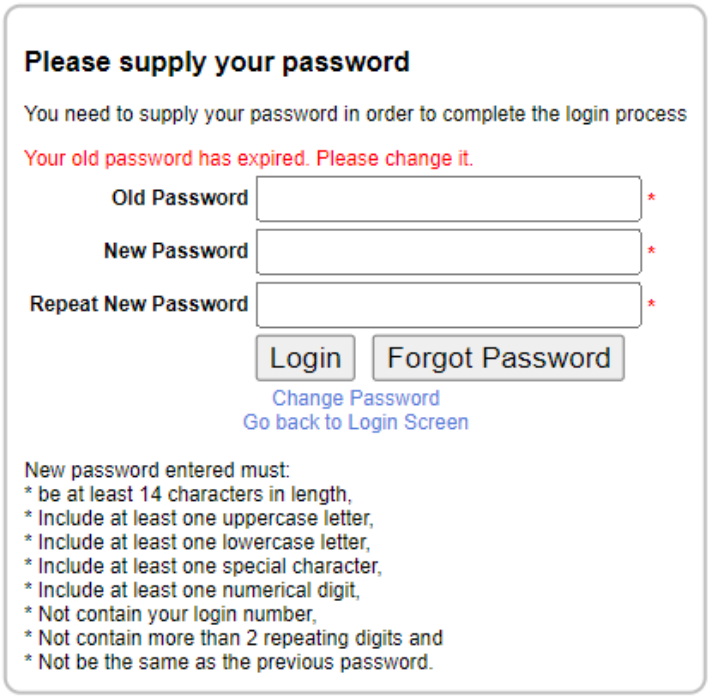
There could be multiple reasons why the password needs to be reset. The user could have forgotten the password, or the password has expired. The following can be used to reset the password for both of these reasons

STEP 1 Login with pin



STEP 2 Password expired

The following message will appear once a password has expired

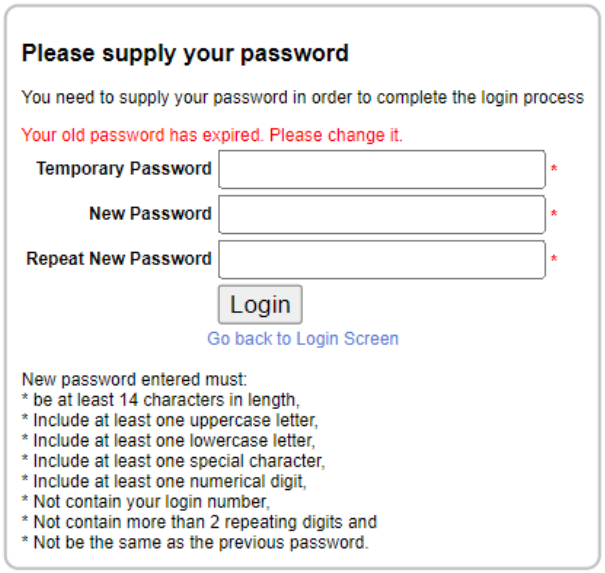


STEP 3 – Enter the old password and create a new password.

If you do not know what your old password is then the FORGOT PASSWORD button can be used to start the process to select a new password.

STEP 4 – Click on FORGOT PASSWORD

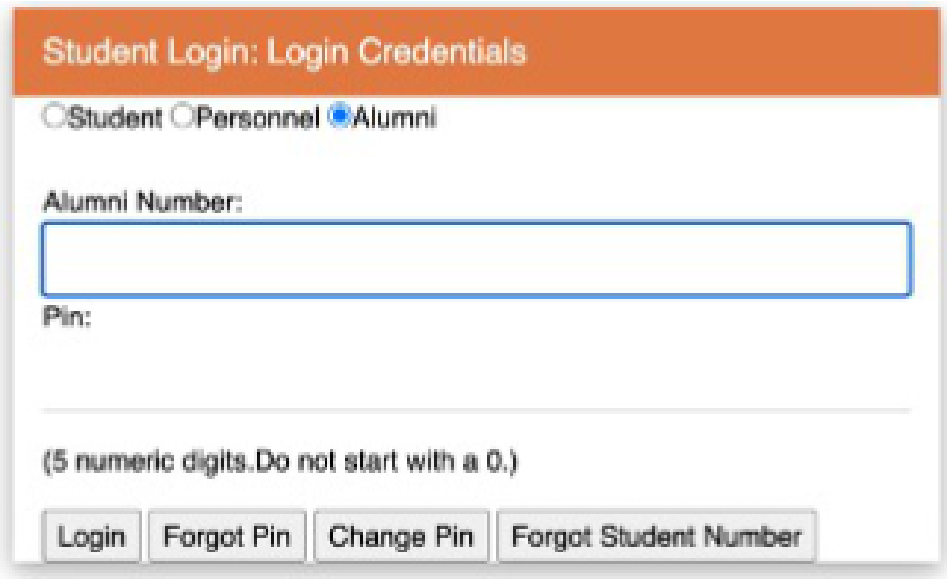
Once the FORGOT PASSWORD button is used the following screen will appear for the Aluumni, which will indicate that the password has expired



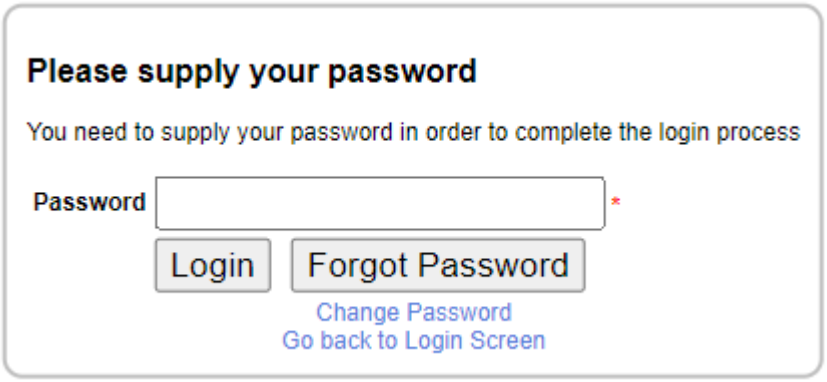
4) Change password

An Alumni can change their password at anytime. When you want to change the password you must know what your old password is to change your password.

STEP 1 Login with pin

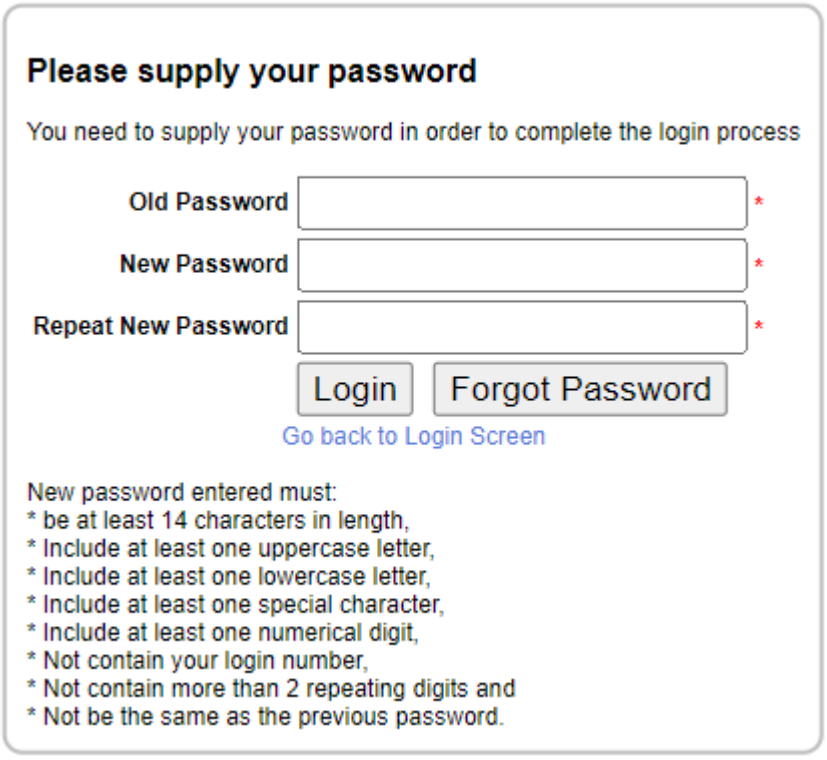


STEP 2 Click on Change Password hyperlink



STEP 3 Changethe password

Changethe password by entering the old password and selecting a new password. If you do not know what the old password is, then you can click on FORGOTPASSWORD and follow the process above for FORGOTPASSWORD.



THE END