



LOGIN Process

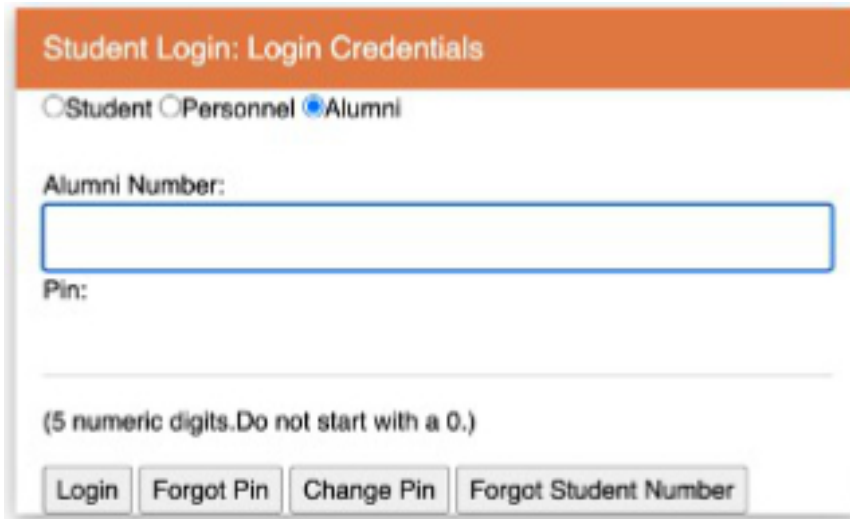
Contents

1) Logginginfor 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) Logginginwhile passwordis still valid	4
STEP 1 - Loginwith Pin	4
STEP 2 - Loginwith knownpassword.....	4
3) Resetting password	4
STEP 1 Loginwith pin.....	5
STEP 2 Passwordexpired	5
STEP 3 - Enter the old passwordand create a new password	5
STEP 4 - Clickon FORGOTPASSWORD	6
4) Changepassword.....	6
STEP 1 Loginwith pin.....	6
STEP 2 Clickon ChangePassword hyperlink.....	6
STEP 3 Changethe password.....	7

1) Logging in for the first time

STEP 1 – Alumni logins with current Pin

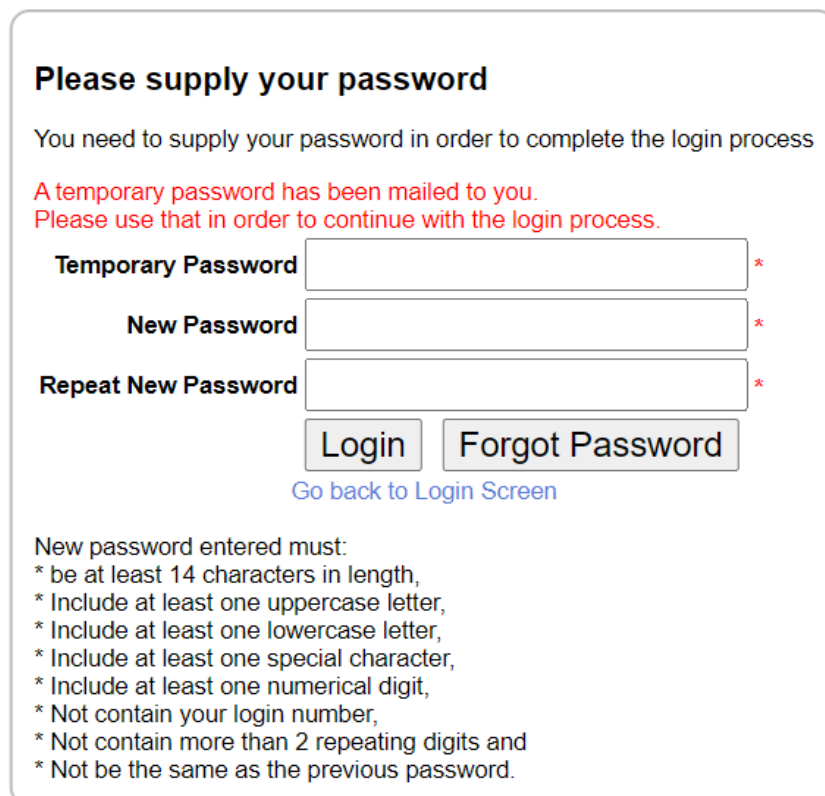
The Alumni will need to select Alumni before entering their credentials.



The screenshot shows a web form titled "Student Login: Login Credentials". At the top, there are three radio buttons: "Student", "Personnel", and "Alumni", with "Alumni" selected. Below this, there is a label "Alumni Number:" followed by a text input field. Underneath is a label "Pin:" followed by another text input field. A note below the pin field states "(5 numeric digits. Do not start with a 0.)". At the bottom of the form, there are four buttons: "Login", "Forgot Pin", "Change Pin", and "Forgot Student Number".

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-mail address on the system and create a new password before continuing with logging in.

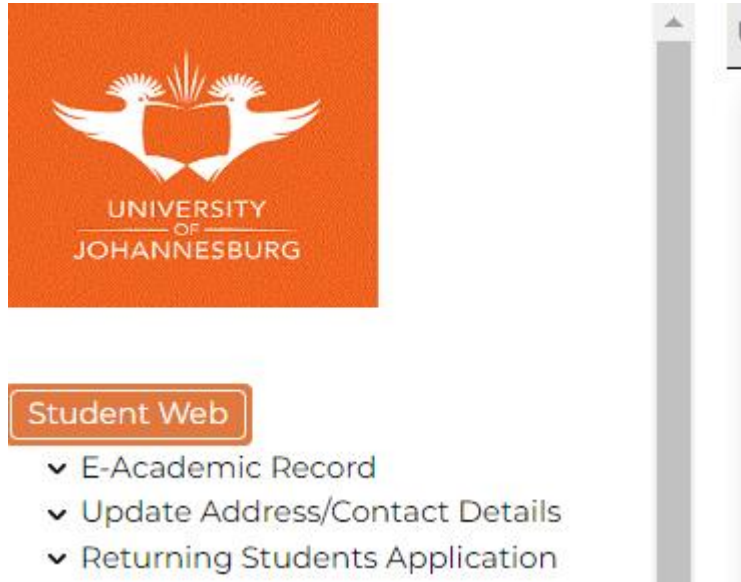


The screenshot shows a form titled "Please supply your password". Below the title, it says "You need to supply your password in order to complete the login process". A red message reads: "A temporary password has been mailed to you. Please use that in order to continue with the login process." There are three text input fields: "Temporary Password", "New Password", and "Repeat New Password", each with a red asterisk to its right. Below the fields are two buttons: "Login" and "Forgot Password". A blue link "Go back to Login Screen" is positioned below the buttons. At the bottom, there is a section titled "New password entered must:" followed by a list of requirements:

- * be at least 14 characters in length,
- * Include at least one uppercase letter,
- * Include at least one lowercase letter,
- * Include at least one special character,
- * Include at least one numerical digit,
- * Not contain your login number,
- * Not contain more than 2 repeating digits and
- * Not be the same as the previous password.

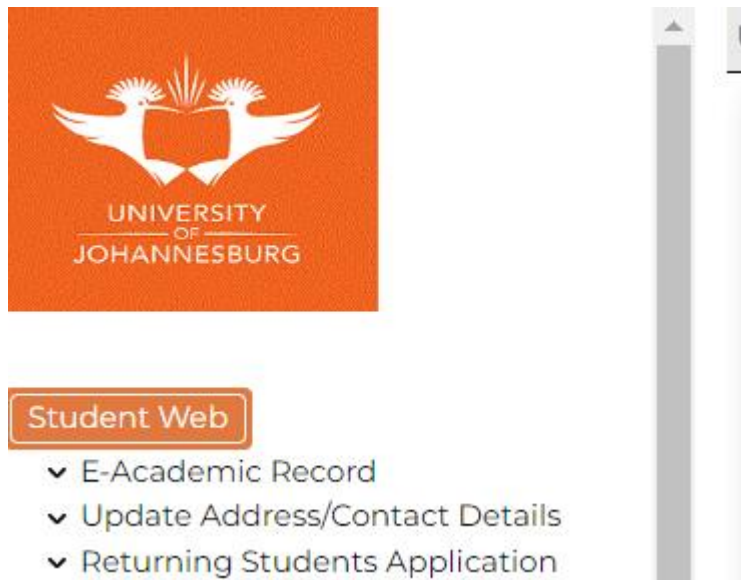
STEP 3 – Access iEnabler

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) Logging in while password is still valid

STEP 1 – Login with Pin

Student Login: Login Credentials

Student Personnel Alumni

Alumni Number:

Pin:

(5 numeric digits. Do not start with a 0.)

STEP 2 – Login with known password

Please supply your password

You need to supply your password in order to complete the login process

Password *

[Change Password](#)
[Go back to Login Screen](#)

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

The screenshot shows a web form titled "Student Login: Login Credentials". At the top, there are three radio buttons: "Student", "Personnel", and "Alumni", with "Alumni" selected. Below this is a label "Alumni Number:" followed by a text input field. Underneath is a label "Pin:" followed by another text input field. A note below the pin field states "(5 numeric digits. Do not start with a 0.)". At the bottom of the form are four buttons: "Login", "Forgot Pin", "Change Pin", and "Forgot Student Number".

STEP 2 Password expired

The following message will appear once a password has expired

The screenshot shows a message box with the following content:

Please supply your password

You need to supply your password in order to complete the login process

Your old password has expired. Please change it.

Old Password *

New Password *

Repeat New Password *

[Change Password](#)
[Go back to Login Screen](#)

New password entered must:

- * be at least 14 characters in length,
- * Include at least one uppercase letter,
- * Include at least one lowercase letter,
- * Include at least one special character,
- * Include at least one numerical digit,
- * Not contain your login number,
- * Not contain more than 2 repeating digits and
- * Not be the same as the previous password.

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 FORGOTPASSWORD

Once the FORGOTPASSWORD button is used the following screen will appear for the Alumni, which will indicate that the password has expired

Please supply your password

You need to supply your password in order to complete the login process

Your old password has expired. Please change it.

Temporary Password *

New Password *

Repeat New Password *

[Go back to Login Screen](#)

New password entered must:

- * be at least 14 characters in length,
- * Include at least one uppercase letter,
- * Include at least one lowercase letter,
- * Include at least one special character,
- * Include at least one numerical digit,
- * Not contain your login number,
- * Not contain more than 2 repeating digits and
- * Not be the same as the previous password.

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

Student Login: Login Credentials

Student Personnel Alumni

Alumni Number:

Pin:

(5 numeric digits. Do not start with a 0.)

STEP 2 Click on Change Password hyperlink

Please supply your password

You need to supply your password in order to complete the login process

Password *

[Change Password](#)
[Go back to Login Screen](#)

STEP 3 Change the password

Change the 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.

Please supply your password

You need to supply your password in order to complete the login process

Old Password *

New Password *

Repeat New Password *

[Go back to Login Screen](#)

New password entered must:

- * be at least 14 characters in length,
- * Include at least one uppercase letter,
- * Include at least one lowercase letter,
- * Include at least one special character,
- * Include at least one numerical digit,
- * Not contain your login number,
- * Not contain more than 2 repeating digits and
- * Not be the same as the previous password.

THE END