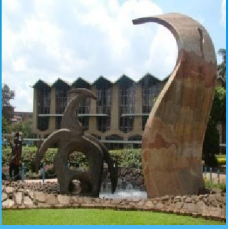




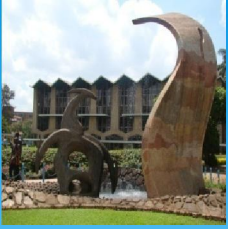
Training on Active Directory Password Reset Tool



Training Objectives



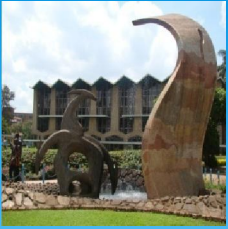
- * To sensitize staff on the use of Active Directory (AD) password reset tool



Training Outline



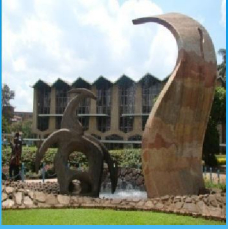
- * Introduction to Active Directory(AD)
- * UoN services accessible via AD
- * Password Good Practice
- * Password reset portal – ADPortal
(adportal.uonbi.ac.ke)



What is Active Directory (AD)



- * **Active Directory (AD)** is a Microsoft product that consists of several services that run on Windows Server to manage permissions and access to networked resources.
- * AD controls which users have access to each resource. For example, an administrator typically has a different level of access to data than an end user
- * In the near future AD will provide Single-Sign On(SSO) Service . i.e access to all ICT services using one login credentials



UoN services accessible via AD credentials



- * UoN internet Services (Firewall authentication)
- * UoN Wireless services (UONWiFi)
- * Access to desktop computers
- * Access to UoN intranet
- * Access to UoN VPN
- * E-learning (eclass.uonbi.ac.ke)
- * **AD username format:-**
- * **Username: payroll no. i.e 123450**
password :



Password Good practice



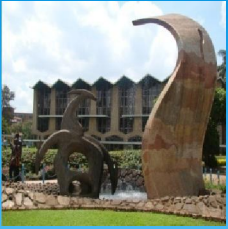
- * Never reveal your **passwords** to others. ...
- * Use different **passwords** for different accounts. ...
- * Use multi-factor authentication (MFA)- Token via phone
- * Length trumps complexity (at least 8 characters)
- * Make **passwords** that are hard to guess but easy to remember.
- * Complexity still counts - upper and lower case letters, numbers, and special characters.



AD PASSWORD COMPLEXITY POLICY



- * Password is case sensitive.
- * Must be at least 8 characters long.
- * Must include at least 1 letter.
- * Must have at least 1 uppercase letter.
- * Must not include any of the following values:
password test 123456 111111 test123 nairobi
password123 kenya
- * Must not include part of your name or user name.
- * Must not include a common word or commonly used sequence of characters.



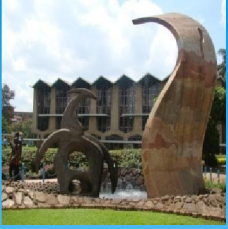
ADPortal Tool



- * This is self service portal that enables users change their AD password without any support from ICT.
- * The portal can be accessed through:

adportal.uonbi.ac.ke

- * The portal is accessible from
 1. From university premises(Network)
 2. At home using UoN VPN
 3. For the duration of Corona shutdown it accessed from internet



Ad portal features



- * The portal will enable users to;
 - * 1. Reset their individual passwords
 - * 2. Confirm their AD User Names
 - * 3. Update their AD user profiles.
 - * 4. Set security questions that the can use to reset their AD passwords



Forgot Password



1. Access the tool from a browser by typing
[Http://adportal.uonbi.ac.ke](http://adportal.uonbi.ac.ke)
2. Click on forgot password



Please Sign in
Password Self Service

Sign in

🔑 Forgotten Password

Regain access to your account if you have forgotten your password.

🔑 Forgotten User Name

Find your forgotten user name.



Forgot Password Cont..




3. Type in your payroll



If you have forgotten your password, follow the prompts to reset your password.

Payroll Number*

 Search

 Cancel


4. Type in Staff e-mail
and Surname




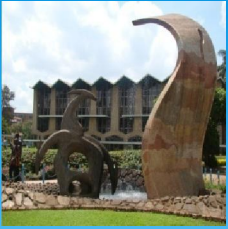
Please answer the following questions. If you answer these questions reset your password.

Staff Email

Surname

 Check Answers

 Cancel



Forgot Password Cont..



5. Click continue to send password reset link to your E-mail



6. Type in the code from your e-mail



To verify your identity, a security code will be sent to you at a****@u*****.ke.

▶▶ Continue

✕ Cancel

To verify your identity, a security code has been sent to you at a****@u*****.ke. Please click the email or copy and paste the security code here.

Your security code should arrive right away. If you have waited for a while and haven't yet received a code, click the resend code button to receive a new code.

🔄 Resend Code

Code

✓ Check Code

◀ Go Back

✕ Cancel



Forgot Password Cont..




7. Type in your password and confirm.



Please take note of AD password complexity in the previous slides



Please type your new password

New Password 

Confirm Password

 **Change Password**  **Cancel**

Incase this option fails, please write to adsupport@uonbi.ac.ke