

RESETTING YOUR SharePoint **PASSWORD**



SharePoint Password Reset/Change Site

To reset/change your SharePoint password please visit the SharePoint Password Reset/Change site at the URL address below:

<https://pcpw.massdot.state.ma.us/SitePages/Home.aspx>



SharePoint Password Reset/Change Site

The screenshot shows the SharePoint interface for the 'Project Controls Password Reset/Change Site'. It features a navigation bar with 'Home' and 'Site Contents' links. The main content area is titled 'Project Controls Password Reset Web Part' and contains a form with the following fields: 'User Name*' (containing 'ncastro'), 'E-mail*' (containing 'nady.castro@dot.state.ma.us'), and a CAPTCHA field (containing 'ts0a3'). Below the CAPTCHA is a 'Submit' button and a 'Clear' button. A red asterisk indicates that the 'User Name' and 'E-mail' fields are required. Below the form is a 'Project Controls Password Change Web Part' with a 'Password Policy' section. The policy lists the following requirements: 'Must be at least 6 characters in length.', 'Cannot contain all or part of the account name.', 'Must contain at least 1 lowercase character (a through z).', 'Must contain at least 1 numeric base-10 digit (0 through 9).', and 'Must contain at least 1 non-alphanumeric character (!, #, \$, %, etc.).' Below the policy are fields for 'Domain:' (containing 'pc.local'), 'Account:', 'Old Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form are 'Change Password' and 'Clear' buttons. A search bar is located in the top right corner of the page.

1. Enter your SharePoint User Name without the 'pc' prefix as shown.

2. Enter the e-mail associated with the SharePoint account.


3. Enter the code shown above.

4. Click "Submit"

If the code provided is not easy to read, please click the reset button for a new code. Do this as many times as necessary.

Use the "Clear" button to clear all fields and start again.

Keep this screen session opened until you complete the entire process. You will need to toggle from this window to your e-mail window.



[Password Reset/Change Training Document](#)

Confirmation Request Alert

The screenshot shows a SharePoint page titled "Project Controls Password Reset/Change Site". The page has a blue header with the SharePoint logo and "SharePoint" text. On the right, there are links for "Sign In" and "FOLLOW", and a search box labeled "Search this site".

The main content area is divided into two sections:

- Project Controls Password Reset Web Part:** This section contains a confirmation message: "A confirmation request has been sent to this e-mail account. Please click on the link in that message to complete the password reset process." Below this are input fields for "User Name*" and "E-mail*", a CAPTCHA image showing the number "31100", and a field to "Enter the code shown above:". There are "Submit" and "Clear" buttons.
- Project Controls Password Change Web Part:** This section is titled "Password Policy" and lists requirements: "Passwords must meet the following minimum requirements:
 - Must be at least 6 characters in length.
 - Cannot contain all or part of the account name.
 - Must contain at least 1 lowercase character (a through z).
 - Must contain at least 1 numeric base-10 digit (0 through 9).
 - Must contain at least 1 non-alphanumeric character (!, #, \$, %, etc.)." Below the list are input fields for "Domain:" (pre-filled with "pc.local"), "Account:", "Old Password:", "New Password:", and "Confirm New Password:". There are "Change Password" and "Clear" buttons.

Immediately after submitting your request, the confirmation request message will appear on the screen and a confirmation request e-mail will be sent to your e-mail account.

password?
No worries, it happens to the best of us.



[Password Reset/Change Training Document](#)

Password Reset – REQUEST Message

The screenshot shows an Outlook window titled "Password Reset - REQUEST - Message (HTML)". The interface includes a ribbon with "FILE" and "MESSAGE" tabs, and various action buttons like "Ignore", "Delete", "Reply", "Forward", and "More". The email header shows the sender as "passwordprojectcontrols2@massdot.state.ma.us" and the subject as "Password Reset - REQUEST". The email body contains the following text:

Wed 10/18/2017 8:56 AM
passwordprojectcontrols2@massdot.state.ma.us
Password Reset - REQUEST

To: Castro, Nady (DOT)
Cc: Brown, Karen A. (DOT)

5. Click "[here](#)" to complete your password reset.

You have requested a password reset for the Project Controls SharePoint site. If you did not request a password reset for the site, please contact your SharePoint site administrator.
Please click [here](#) to reset the password.

Successful Reset Alert

The screenshot shows a SharePoint page titled "Project Controls Password Reset/Change Site". The page includes a navigation bar with "Home" and "Site Contents" options. A red alert message is displayed: "Your password has been successfully reset. An e-mail containing your new password has been sent." Below this is a "Reset Another Password" button. The "Project Controls Password Change Web Part" section contains a "Password Policy" section with the following requirements:

- Must be at least 6 characters in length.
- Cannot contain all or part of the account name.
- Must contain at least 1 lowercase character (a through z).
- Must contain at least 1 numeric base-10 digit (0 through 9).
- Must contain at least 1 non-alphanumeric character (!, #, \$, %, etc.).

The form fields include: Domain (pc.local), Account, Old Password, New Password, and Confirm New Password. There are "Change Password" and "Clear" buttons at the bottom of the form.

Annotations on the page include a yellow callout box stating: "Immediately after Completing step 5, the 'successful reset' alert will appear on the Reset Web Part" and a cartoon robot holding a sign that says "forgotpassword" with a speech bubble saying "Forgot your password? No worries, it happens to the best of us."

[Password Reset/Change Training Document](#)

Password Reset – COMPLETED Message

Wed 10/18/2017 8:57 AM

Password Reset - COMPLETED

To: Castro, Nady (DOT)
Cc: Brown, Karen A. (DOT)

Your password has been successfully updated. You may navigate to any of your assigned SharePoint sites and modify your password. Your assigned SharePoint site will also provide the days remaining until the password expiration.

Your new Password is:
aE=7J9o?/W

6. The "Password Reset – Complete" e-mail will contain your new password. Please copy and paste at the Password Reset SharePoint site.

passwordprojectcon... Castro, Nady (DOT) Brown, Karen A. (DO...
Keville Keville

Changing Your Own Password

The screenshot shows a SharePoint page titled "Project Controls Password Reset/Change Site". The page includes a navigation menu with "Home" and "Site Contents", a search bar, and a "Sign In" link. A message states: "Your password has been successfully reset. An e-mail containing your new password has been sent." Below this is a "Reset Another Password" button. The main content area is titled "Project Controls Password Change Web Part" and contains a "Password Policy" section with the following requirements:

- Must be at least 6 characters in length.
- Cannot contain all or part of the account name.
- Must contain at least 1 lowercase character (a through z).
- Must contain at least 1 numeric base-10 digit (0 through 9).
- Must contain at least 1 non-alphanumeric character (!, #, \$, %, etc.).

The form fields are: Domain (pc.local), Account (ncastro), Old Password (masked), New Password (with a strength meter showing "Best"), and Confirm New Password (masked). A "Change Password" button is highlighted in red. A "Clear" button is also present.

Callouts provide the following instructions:

- 7. Now you have the option to change the provided password to a password of your own choosing.**
- Account:** Enter your SharePoint User Name without the 'pc\' prefix as shown (i.e. "ncastro")
- Old Password:** Paste/type the password you received via e-mail.
- New Password:** Enter your new password preference and remember to follow the minimum requirements of the password policy.
- Confirm New Password:** Enter your new password again.
- 8. Click the "Change Password" button to complete the password change.**

A password strength meter is shown at the bottom left, with a yellow callout stating: "The password strength meter shows the user how resistant the chosen password actually is." The meter has four segments: Weak (red), Medium (orange), Strong (green), and Best (dark green).

Password Changed Successfully

SharePoint Sign In FOLLOW

Project Controls Password Reset/Change Site Search this site

Project Controls Password Reset/Change Site

Home Site Contents Project Controls Password Reset Web Part

Your password has been successfully reset. An e-mail containing your new password has been sent.

Reset Another Password

Project Controls Password Change Web Part

Password Policy

Passwords must meet the following minimum requirements:

- Must be at least 6 characters in length.
- Cannot contain all or part of the account name.
- Must contain at least 1 lowercase character (a through z).
- Must contain at least 1 numeric base-10 digit (0 through 9).
- Must contain at least 1 non-alphanumeric character (!, #, \$, %, etc.).

Your password has been changed successfully. Please close your browser and log in using your new password.

Domain: pc.local

Account: ncastro

Old Password:

New Password:

Confirm New Password:

Change Password Clear

Forgot your password? No worries, it happens to the best of us.

I forgot my password

An alert-message will appear on the screen, confirming your password change and directing you to try your changed password.

[Password Reset/Change Training Document](#)

Unable To Change Password Alert

The screenshot shows a SharePoint page for 'Project Controls Password Reset/Change Site'. At the top, there is a 'SharePoint' header and a 'Sign In' link. Below the header, the page title is 'Project Controls Password Reset/Change Site'. A search bar is visible on the right. The main content area includes a 'Project Controls Password Reset Web Part' with a red message: 'Your password has been successfully reset. An e-mail containing your new password has been sent.' Below this is a 'Reset Another Password' button. To the right is the 'massDOT Massachusetts Department of Transportation Highway Division' logo. Below the logo is a cartoon robot with a speech bubble that says 'Forgot your password? No worries, it happens to the best of us.' The 'Project Controls Password Change Web Part' section contains a 'Password Policy' section with a list of requirements: 'Must be at least 6 characters in length.', 'Cannot contain all or part of the account name.', 'Must contain at least 1 lowercase character (a through z).', 'Must contain at least 1 numeric base-10 digit (0 through 9).', and 'Must contain at least 1 non-alphanumeric character (!, #, \$, %, etc.).'. Below the policy is a red-bordered error message: 'Unable to change password. The new password you provided does not meet the password policy requirements.' The form fields include 'Domain: pc.local', 'Account: ncastro', 'Old Password:', 'New Password:', and 'Confirm New Password:'. At the bottom are 'Change Password' and 'Clear' buttons. A yellow callout box with a red exclamation mark icon contains the text: 'You won't be able to change your password if: • The minimum requirements are not followed. • You try to use the same password repeatedly.'

SharePoint

Sign In

SEARCH

Project Controls Password Reset/Change Site

Project Controls Password Reset/Change Site

Home

Site Contents

Project Controls Password Reset Web Part

Your password has been successfully reset. An e-mail containing your new password has been sent.

Reset Another Password

massDOT
Massachusetts Department of Transportation
Highway Division

Forgot your password?
No worries, it happens to the best of us.

Project Controls Password Change Web Part

Password Policy

Passwords must meet the following minimum requirements:

- Must be at least 6 characters in length.
- Cannot contain all or part of the account name.
- Must contain at least 1 lowercase character (a through z).
- Must contain at least 1 numeric base-10 digit (0 through 9).
- Must contain at least 1 non-alphanumeric character (!, #, \$, %, etc.).

Unable to change password. The new password you provided does not meet the password policy requirements.

Domain: pc.local

Account: ncastro

Old Password:

New Password:

Confirm New Password:

Change Password Clear

You won't be able to change your password if:

- The minimum requirements are not followed.
- You try to use the same password repeatedly.

[Password Reset/Change Training Document](#)

Passwords Entered Do Not Match

SharePoint Sign In

☆ FOLLOW

Project Controls Password Reset/Change Site Search this site

Project Controls Password Reset Web Part

Your password has been successfully reset. An e-mail containing your new password has been sent.

Project Controls Password Change Web Part

Password Policy

Passwords must meet the following minimum requirements:

- Must be at least 6 characters in length.
- Cannot contain all or part of the account name.
- Must contain at least 1 lowercase character (a through z).
- Must contain at least 1 numeric base-10 digit (0 through 9).
- Must contain at least 1 non-alphanumeric character.

The passwords entered do not match.

Domain:

Account:

Old Password:

New Password:

Confirm New Password:

! Passwords entered do not match.

Forgot your password? No worries, it happens to the best of us.

forgotpassword

[Password Reset/Change Training Document](#)



If you have any questions, concerns and/or comments concerning this training document please e-mail

Karen.A.Brown@dot.state.ma.us or
Nady.K.Castro@dot.state.ma.us

