ADSS – Enrollment & Password Reset

Change Password for first time via ADSS online

Navigate to: https://itsd-adss.apogee.tamu.edu & type in your Domain Account, select the appropriate domain and enter the CAPTCHA number. Next click the Login button.

The Change Password page is displayed. Enter the temporary password you were given, enter the CAPTCHA number and click Login.
Type your temporary password in the old password field and then type in your new password in the next two fields. Next click the Change Password button.

A popup window will show the Status as successful if all password complexity criteria is met. Click the close button.
On the next page, read the Acceptable Use statement, then click the checkbox next to I, Agree, then click Accept.

**Acceptable Use**

This computer system and the data herein are available only for authorized purposes by authorized users. Use for any other purpose is prohibited and may result in disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. There is no expectation of privacy on this system except as otherwise provided by applicable privacy laws. Refer to University SAP 29.01.03 M0.02 Acceptable Use for more information.

[ ] I, Agree

A new popup will show that is the Welcome page to enroll your domain account for self service password reset and account unlock. Click the Click here button.

**Welcome! This portal offers you the power of password self-service!**

- Password Reset: Securely reset your machine password without help desk assistance.
- Account Unlock: Unlock your account when you get locked out without help desk assistance.
- Profile Update: Update your photo, mobile number, address, and other details on your own.

**Enroll now to enjoy these benefits!**

[Click here]
On the next page in Step 1, you will need to select your security questions and type in your answers in the provided fields. Your answers should be between 5 & 255 characters long. Then click the Next button.

In Step 2, you will setup Multi-Factor Authentication (MFS) with DUO. Click Start setup.
Choose your DUO method and click Continue.

For this example, we chose Mobile phone.
To verify your phone number, choose a method and click it. We will select Text me. Once you are verified, click Continue.

Please enroll for the forced verification methods enabled for your account.

Next, click the drop down box for When I log in:, and select your choice. Once done, click Continue to Login.

Please enroll for the forced verification methods enabled for your account.
Now, click on your choice of authentication method. (Send Me a Push will also be a choice)

Please enroll for the forced verification methods enabled for your account.

Duo Security

Choose an authentication method

Call Me

Bypass Code

What is this? ❯
Need help?

Powered by Duo Security

Enrollment successful! This is the Duo login prompt that you’ll normally see when logging in.

On the next page, click the Edit button in the upper right corner to update your Profile and enter the Mandatory setting marked with an *. You may also enter in any additional information in the provided test boxes.
Once you are done entering all the information, click the Update button.

If successful, a small notification will popup stating you have Successfully updated the user properties.

Now you can Sign Out by clicking the User icon in the upper right corner and clicking on the Sign Out button.
Change a forgotten or expired password

Navigate to: [https://itsd-adss.apogee.tamu.edu](https://itsd-adss.apogee.tamu.edu) & click the Forgot your password selection. Type in your Domain Account, select the appropriate domain, enter the CAPTCHA number and click the Continue button.

You will next be prompted to select one of the MFA methods to prove your identity. Select the Security Questions or Duo Security, type in the CAPTCHA number and click Continue.
Depending on which choice you select, you will be prompted to either chose your DUO authentication method or enter your answers to the questions.

Please check your Duo Security Authenticator App

Choose an authentication method

☐ Duo Push RECOMMENDED  Send Me a Push
☐ Call Me  Call Me
☐ Passcode  Enter a Passcode

Powered by Duo Security

Please answer the following question(s) to reset your password

Question: Who is your childhood hero?
Answer

Question: What is your favourite colour?
Answer

Type the characters you see in the picture below.

higt32

Letters are not case-sensitive

Cancel  Continue
On the next page, type in your new password in the New and Confirm password fields, and then click the Reset Password button. (Although the text states that the minimum password length is 8, it is really 16)

Reset Password

* New Password

* Confirm New Password

- The minimum password age is 1
- The maximum password age is 180
- The minimum password length is 8
- No. of Passwords Remembered is 4
- The password complexity property is Enabled

Type the characters you see in the picture below.

8ks8kk

Letters are not case-sensitive

The next page that is displayed states that the password reset was successful. Click the Back to home link which will take you back to the Log In page.

Password reset successful for the following account(s)
  - jctodd - apogee.tamu.edu