MyPortal

Single-User Password Reset

EDUTECH
education technology services

An EduTech Workshop

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08.30.2016

Table of Contents

Table of Contents 1
MyPortal – Single-User Password Reset Tool 1
Requirements 1
Resetting a User's Password 1

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MYPORTAL – SINGLE-USER PASSWORD RESET TOOL

EduTech has created a tool for District Tech Admins (DTA) to reset passwords for users in their district. Only District Tech Admins will have the ability to use this tool.

Requirements

Requirements to use the MyPortal Single-User password Reset Tool.

- Internet Explorer is required, not by EduTech but by Microsoft. The Forefront Identify Management (FIM), a Microsoft product, requires Internet Explore and does not have multiple browser compatibility.
- You must be the designated District Tech Administrator (DTA) for your District/Organizational Unit.
- Your K12 account is your FirstName.LastName@k12.nd.us
- Password reset can only be accomplish on a user who is in your District/OU (organizational unit). *Note: This may mean you need to claim them using the Duplicate User Handling in MyAdmin.*
- Password reset is instant.
- Password requirements still hold true:
  - *At least one* Upper-case letter
  - Lower-case letters
  - *At least one* Number
  - *At least one* Special Character
  - *At least* 6 characters' total password length
  - **Do Not use first, middle or last names of the user!**
- You can only reset the password for one user at a time.
- This does not affect the user's self-service password reset capability.

Resetting a User's Password

As the school District Technology Admin, you can reset the password for any K12 account holder who resides in your Organizational Unit/District.

Note: The following steps must be carried out in Internet Explorer!

1. Go to: https://myportal.k12.nd.us/identitymanagement
2. Log in using your k12 account (including the @k12.nd.us part) Fig. 1 at right.
3. ***Search*** for one of your users by entering the account name (not including @k12.nd.us) in the search box in the upper right hand corner, or by clicking on users on the left hand side and entering the info in the search box Fig. 2 below.

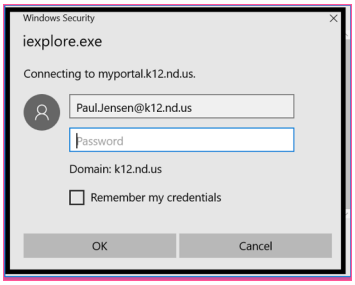

FIGURE 1 MYPORTAL LOGIN

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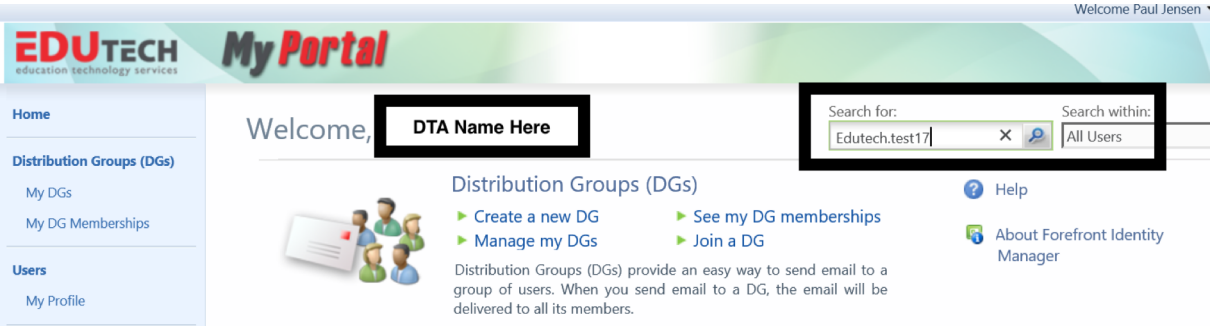

FIGURE 2 SEARCH FOR USER

4. **Select** the **user** from the search results. Select by highlight, not check box!
5. If the user is in your district, a *TAB* will show that says **Reset Password**, click on that tab.

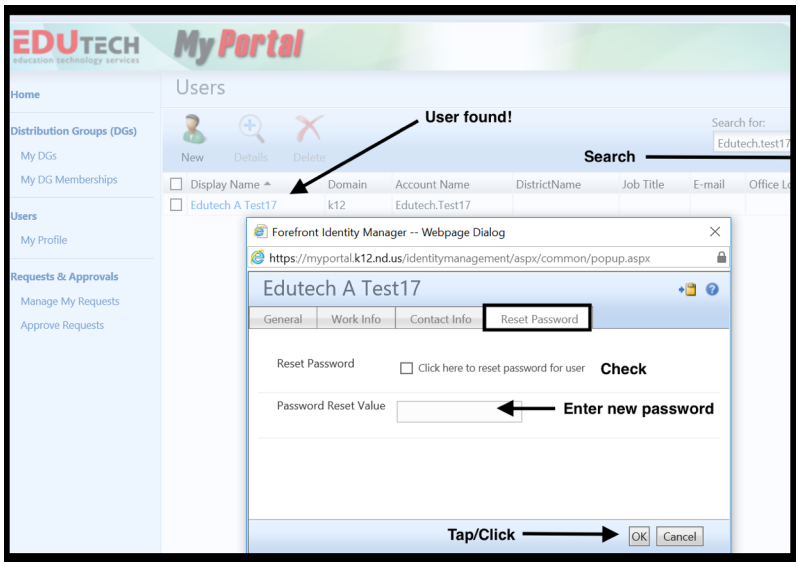

FIGURE 3 STEPS 4 - 6

6. Enter a new password for this user, and click on the check box. Then click **ok**.
7. Then click **Submit** if you are ready to change the password. Password is reset!

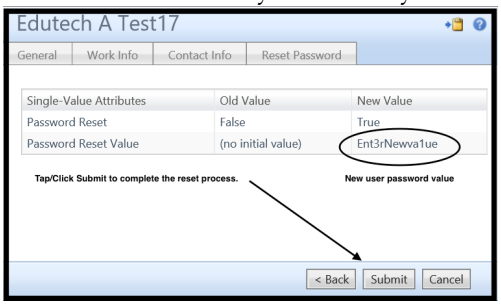

FIGURE 4 TAP/CLICK SUBMIT TO RESET 1

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