

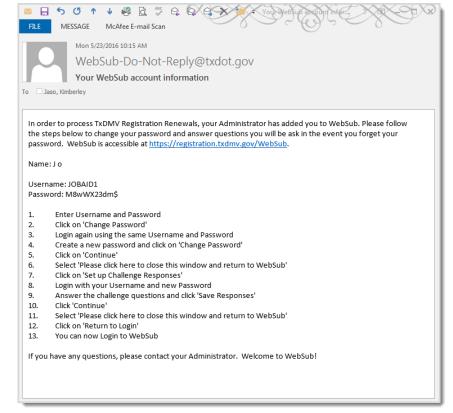
New User Login

After a new user is added in webSUB, an e-mail with instructions on how to create a new password is sent automatically to the e-mail address listed in webSUB for that user.

Usernames are system generated and consist of the first initial of the first name and the first 5 letters of the last name. If the first initial and first 5 letters of the last name duplicate an existing user name, the duplicate username will be followed by a unique number.

The following will assist a user when initially logging into webSUB:

- Step 1. Select the link from the email. Enter the Username and temporary Password received in the e-mail and click "Login."
- Step 2. Click "Change Password" which opens the Password Management system.
- Step 3. Login to the Password
 Management system using
 the Username and
 temporary Password from
 the e-mail.
- Step 4. Create a new Password and click "Change Password." The user has 4 minutes to create their new Password.
- Step 5. Click "Continue" to logout of Password Management.



Sample New User E-mail

Step 6. Click "Please click here to close this window and return to WebSub."

Step 7. The next step in creating a Login is to set up Security Challenge responses. If a password is forgotten, answering these questions correctly will allow the user to reset their own password. Click "Set up Challenge Responses."

Step 8. Log back in to Password Management using the *new* Password. Click "Login."





- Step 9. Answer at least two challenge questions and click "Save Responses."
- Step 10. Click "Continue" to logout of Password Management.
- Step 11. Click "Please click here to close this window and return to WebSub."
- Step 12. Click "Return to Login."
- Step 13. Login to webSUB, The login process is completed.

Reset Password

Users can reset their password at any time by accessing the "Forgot Password" link on the Login Screen and following the steps below. Security Challenge responses had to have previously been set up.

- Step 1. Click "Forgot Password." You will be taken to the Password Management system.
- Step 2. Enter Username and click "Search."
- Step 3. Your two security questions will display. Answer them and click "Check Responses."
- Step 4. If answered correctly you will be able to create the new Password.



