

PASSWORD ENROLLMENT INSTRUCTIONS

We need for you to **ENROLL** only in our password management system Viking Key. Please go to the link listed below to begin.

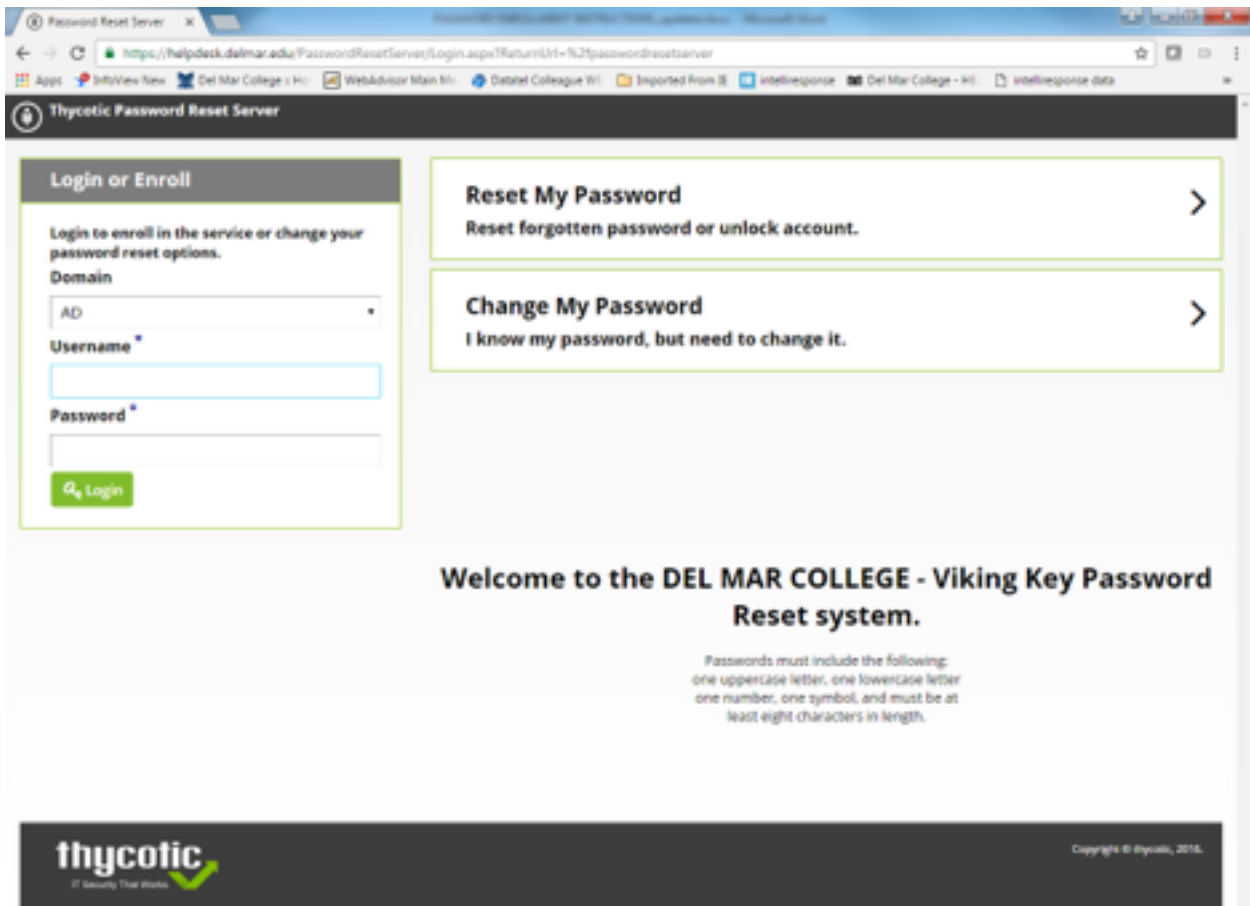
<https://webapps.delmar.edu:4444/pwd/>

This is the screen you will see. This page will provide instruction links later. For now please just click on Proceed to Viking Key.



You will be taken to the following screen.

(continue)

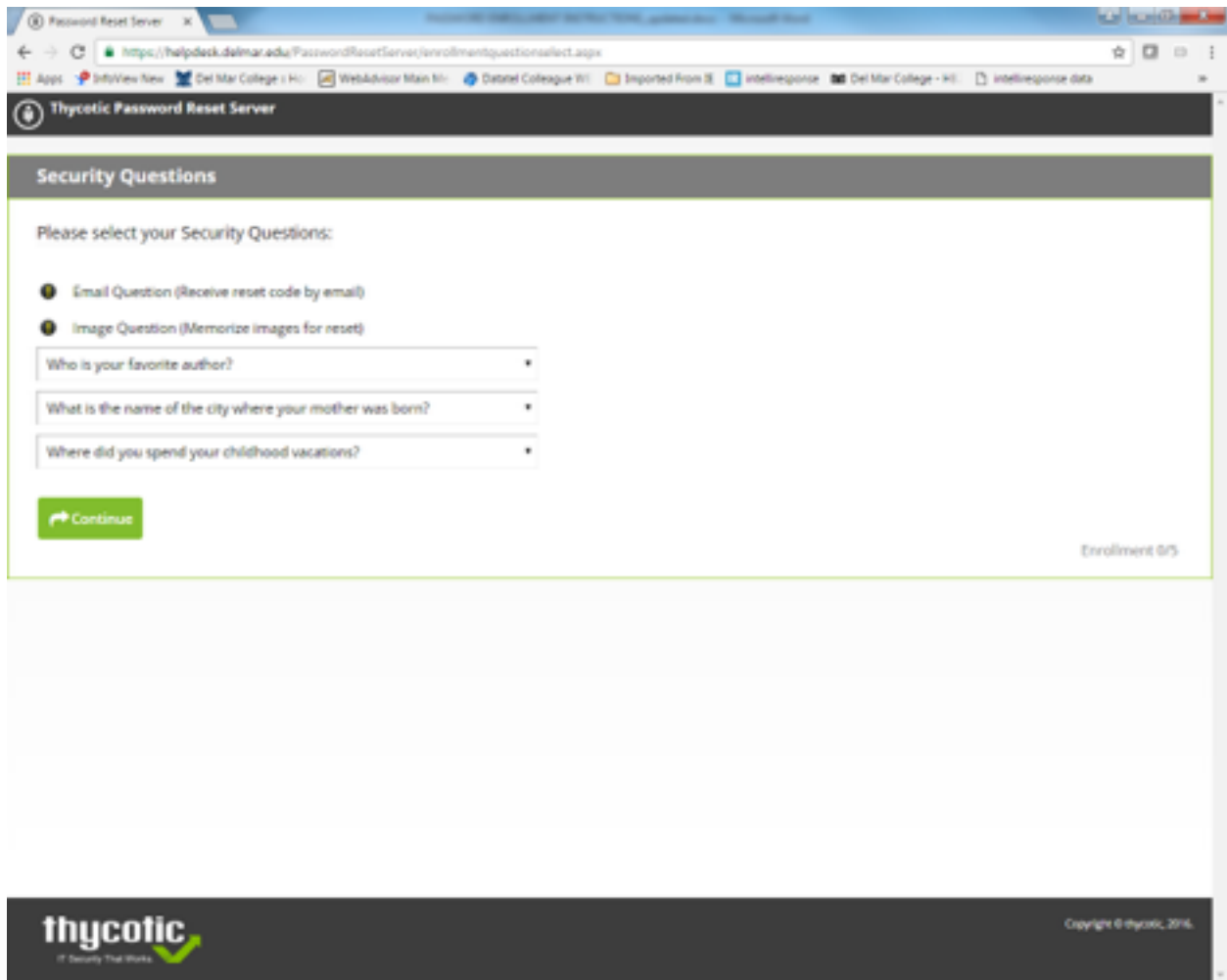


Thycotic is the software that runs the password manager. This is the screen you should see.

Remember, we only want to **ENROLL** right now. **DO NOT CHANGE** or **RESET** your password at this time.

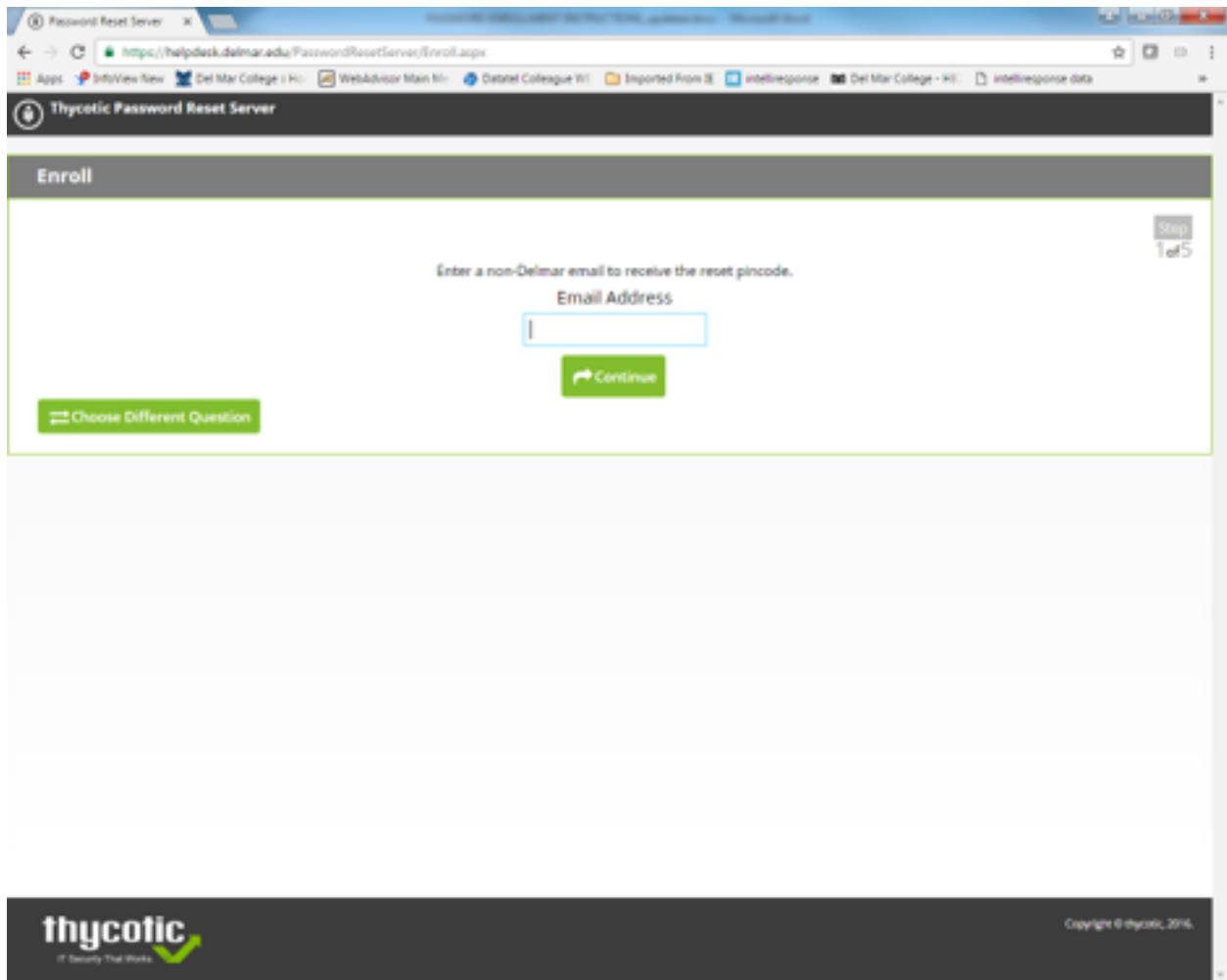
Please fill in your username (e.g. grobert is mine) and your password. These are the same credentials you use to login to your computer or email.

Click Login.



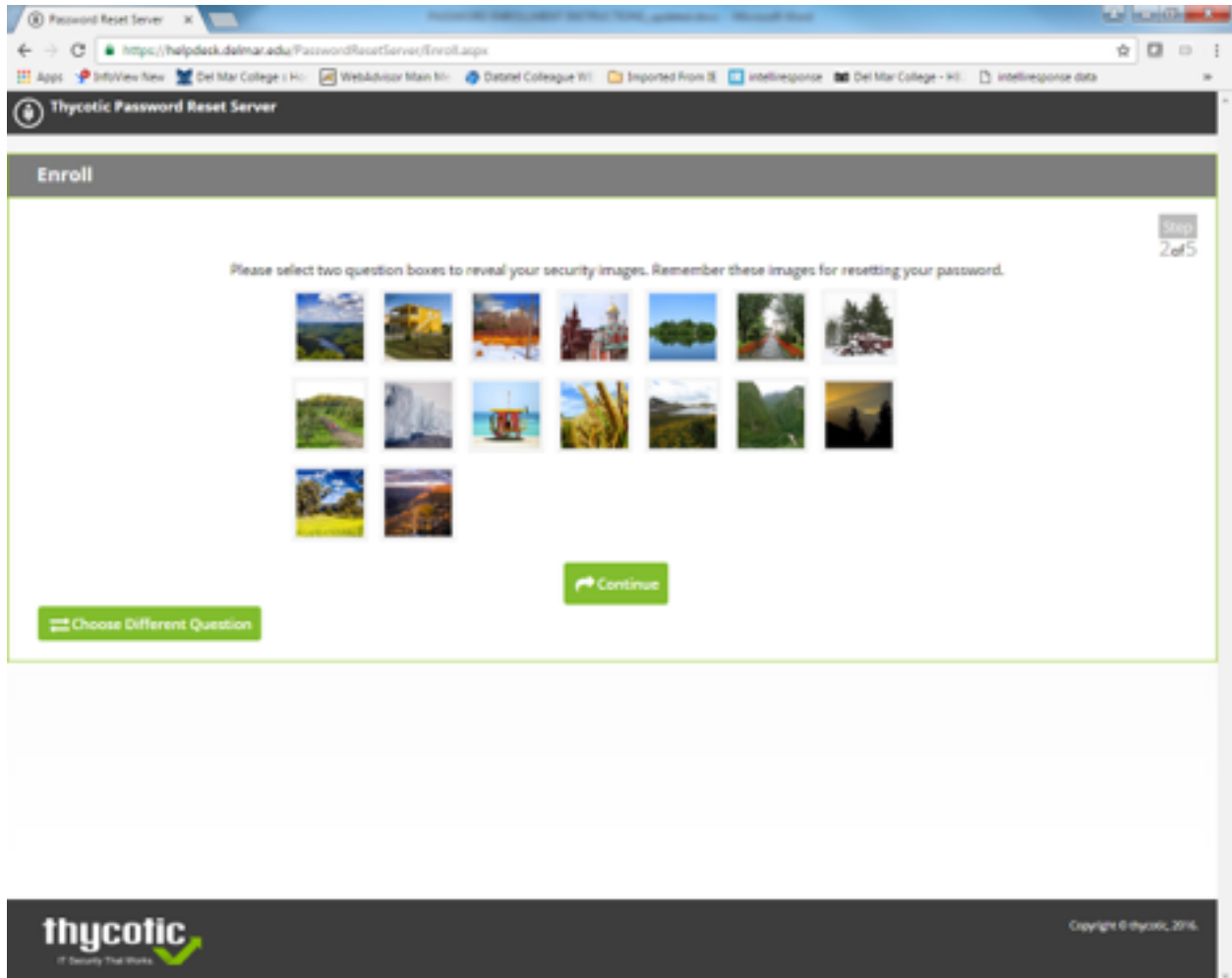
You must select three questions that you could answer for verification. You are not answering the questions on this page, just picking the three questions. You choose each by using the drop down arrow for choices.

Click continue.



Here you must enter an email address so that your reset pincode can be sent here. This must be an email address that is **not provided by DEL MAR COLLEGE** because if you have forgotten your password you wouldn't be able to login to your Del Mar email either.

Put in your email address and click continue.



You need to click on two images that you can remember. When you reset or forget your password you will be required to select these to prove who you are. Again, just click on two of the images and they will be the only ones left on the page after selection as shown below.

Password Reset Server


https://helpdesk.delmar.edu/PasswordResetServer/Enroll.aspx

Thycotic Password Reset Server

Enroll

Step 2 of 5

Please select two question boxes to reveal your security images. Remember these images for resetting your password.



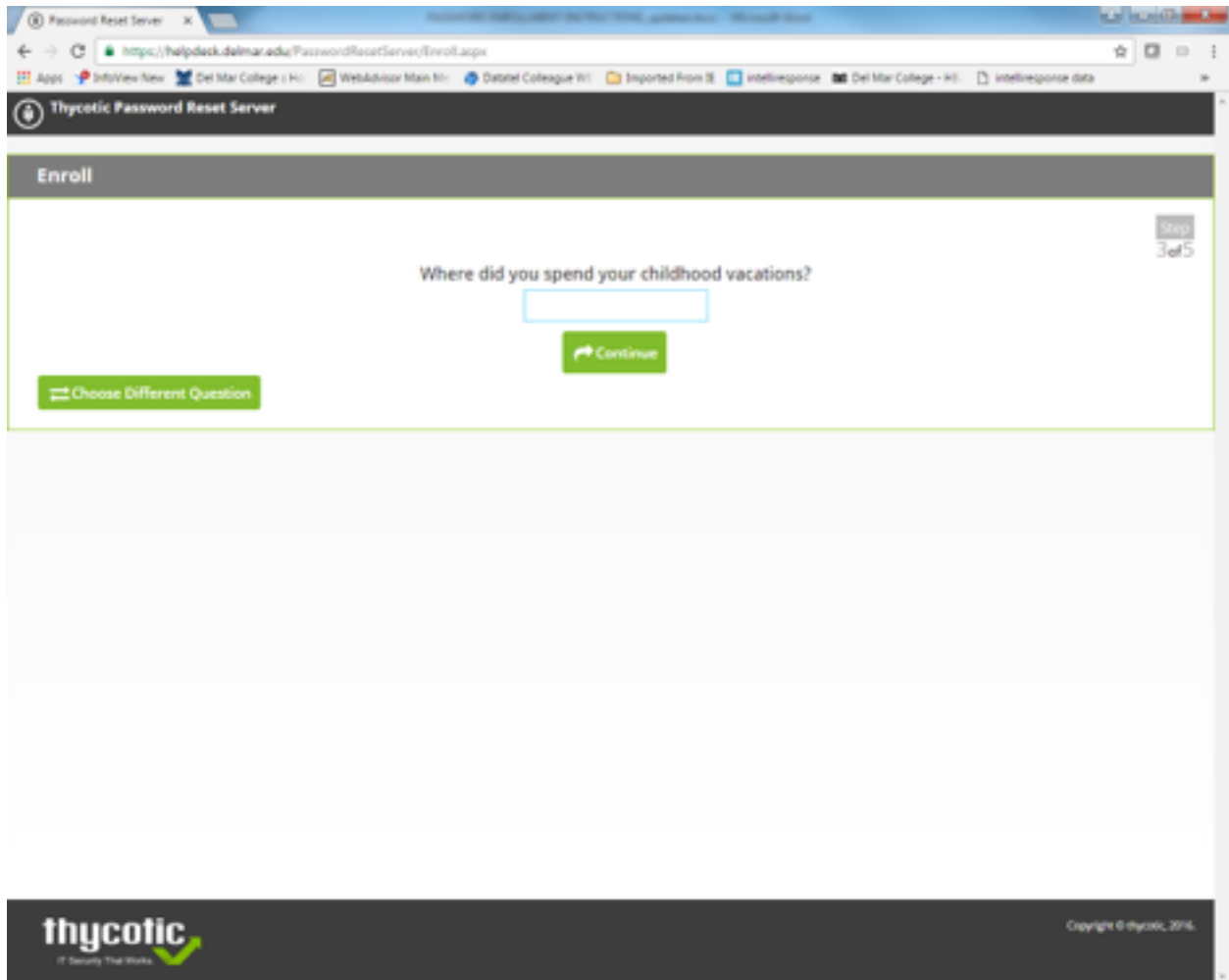
Choose Different Question

Continue

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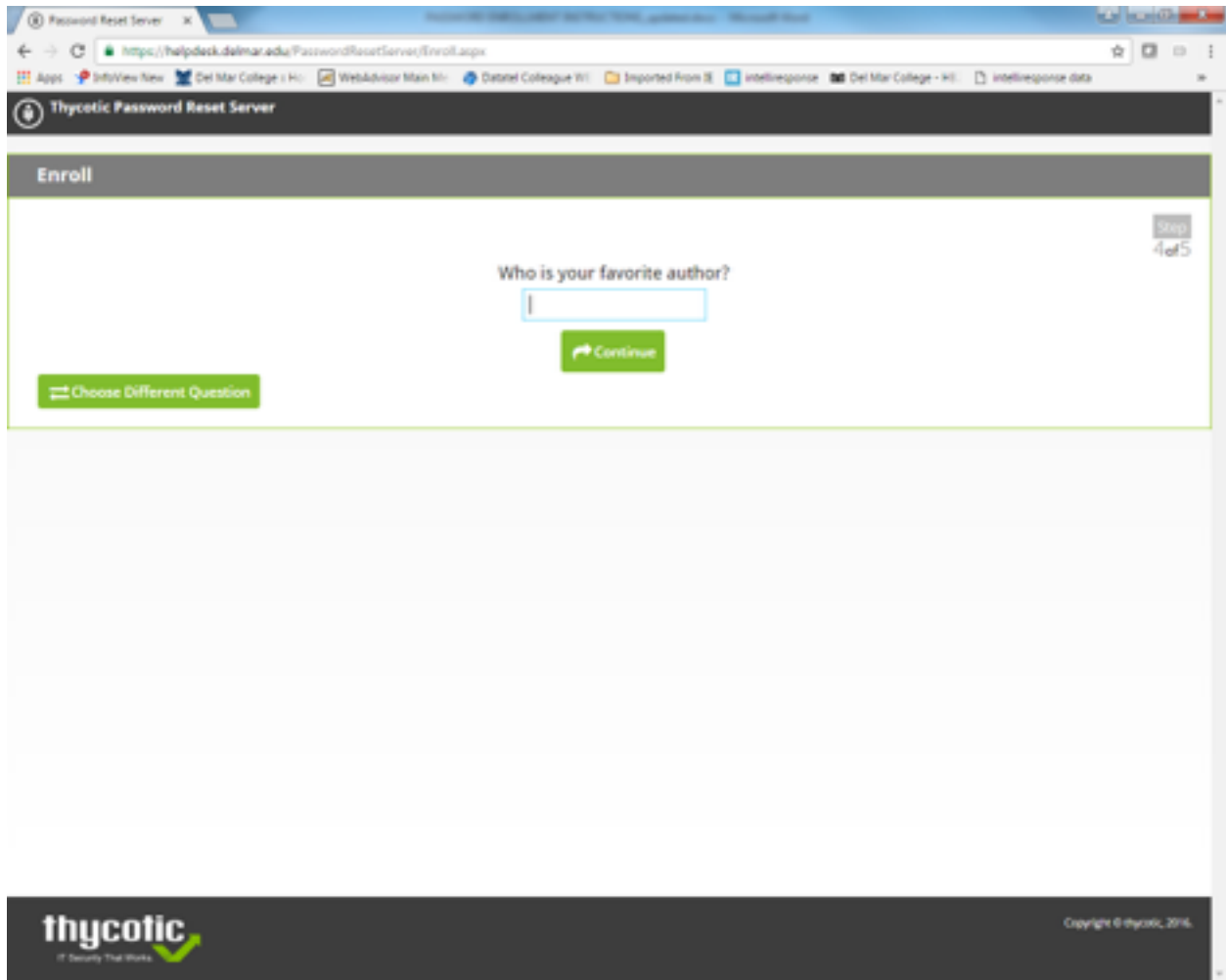
Click continue.



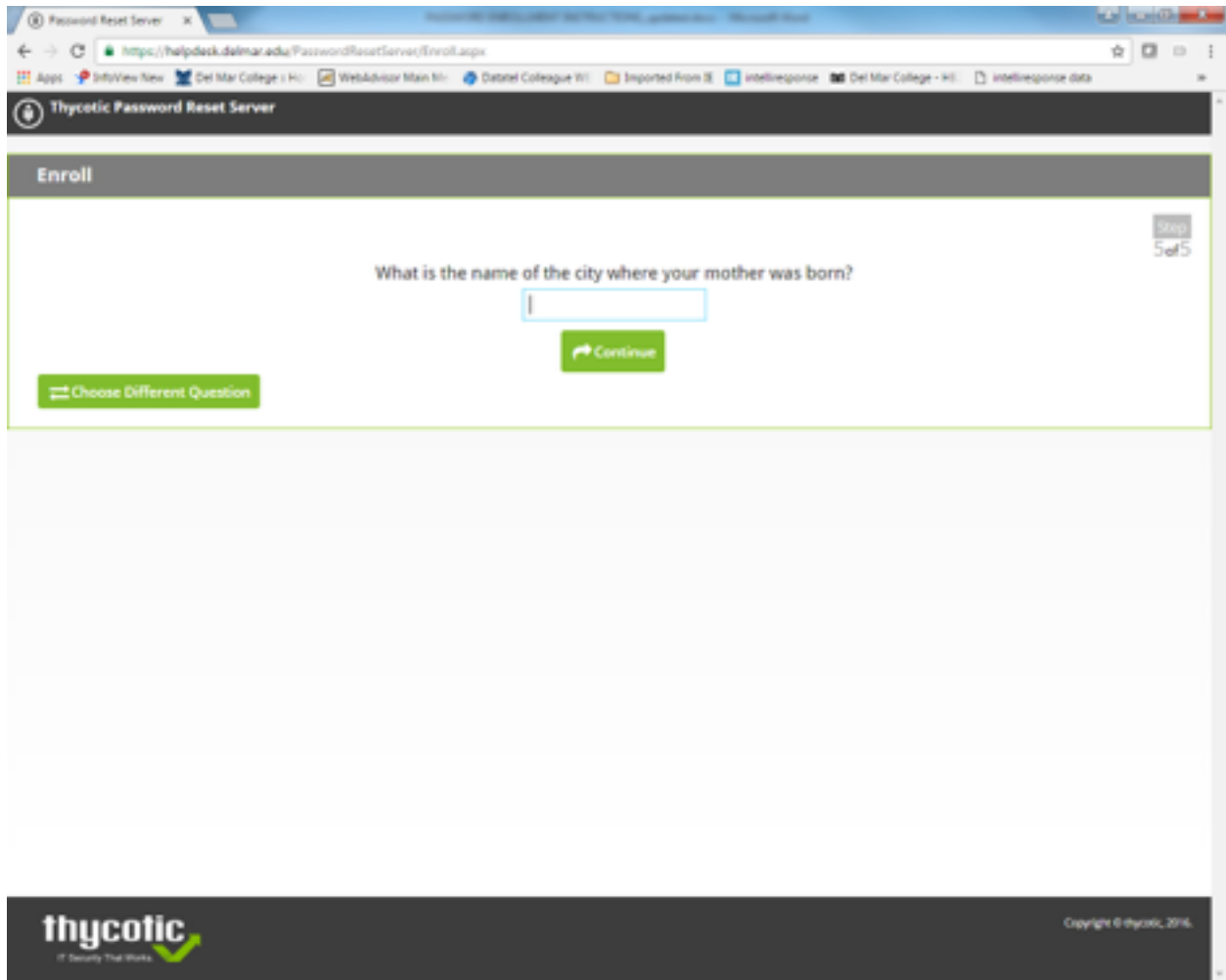
Now you must answer the questions you chose. These will be part of verifying who you are.

Your answers are case sensitive.

Type in your answer and click continue.

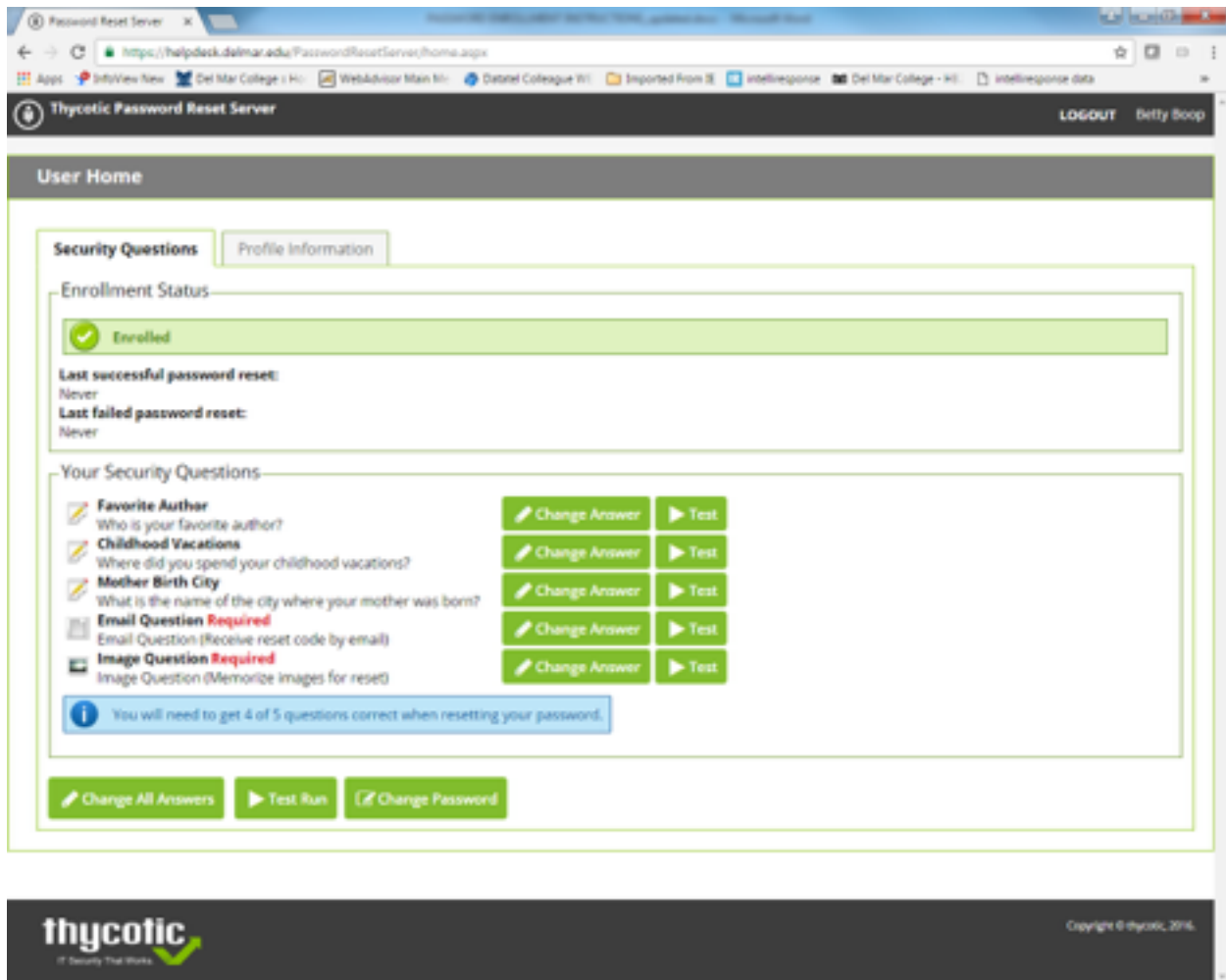


Answer your next question. Again remember this is **case sensitive**.
Click continue.



Last of your questions. Please answer and click continue.

You will see the following screen showing your successful enrollment. You can now do a couple of things. You can logout by clicking the LOGOUT next to your name at the top right hand side of the screen. You can also do a Test Run.



If you choose to do a test run, the system will send a code to the email address you chose during enrollment. See screen below.

You must enter that code to continue.

Password Reset Server

https://helpdesk.delmar.edu/PasswordResetServer/TestRun.aspx

Thycotic Password Reset Server

Test Run

Step 1 of 4

An email has been sent to the account you entered during enrollment. Please enter the pincode.

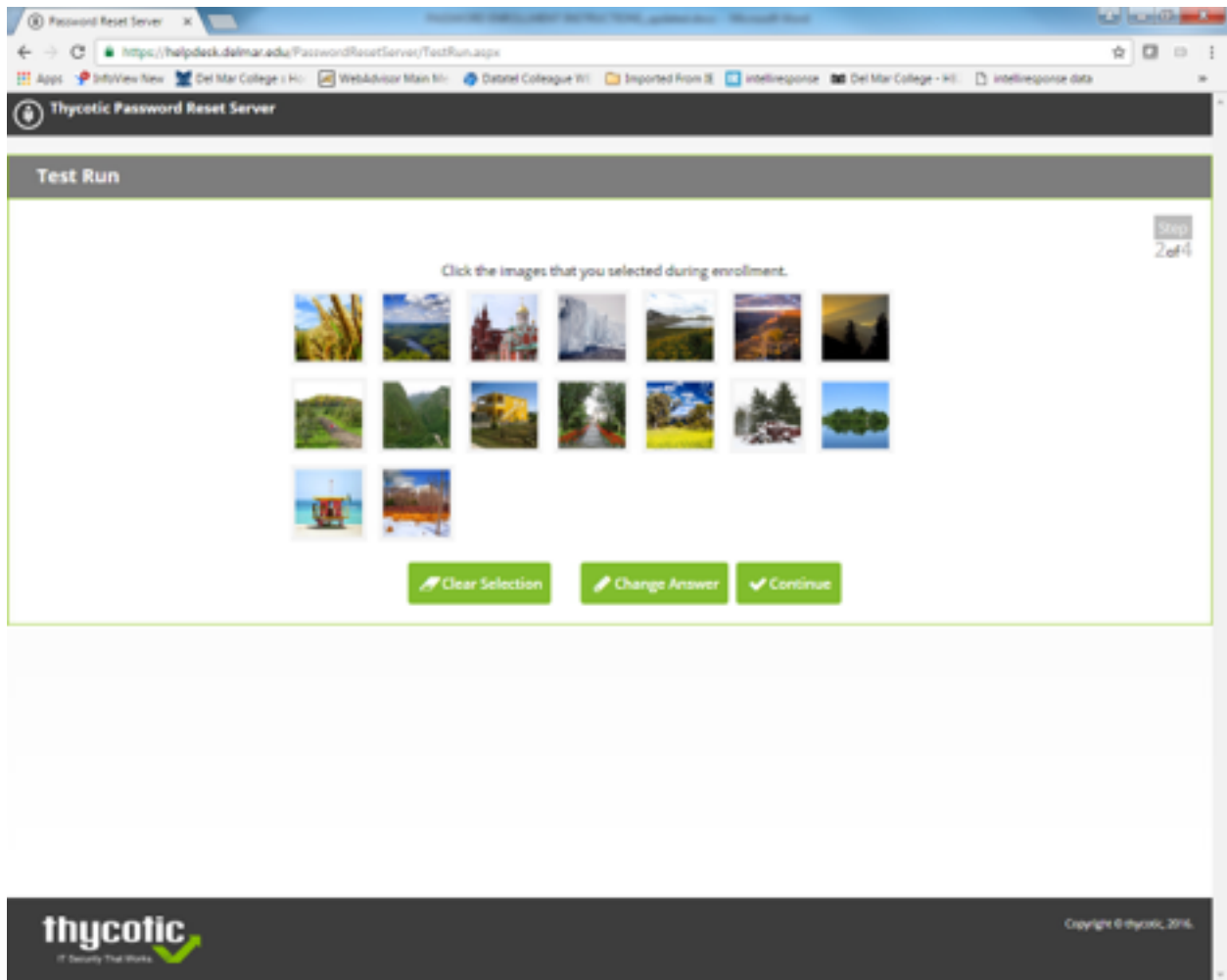
Pincode

Change Answer Continue

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If Security That Works

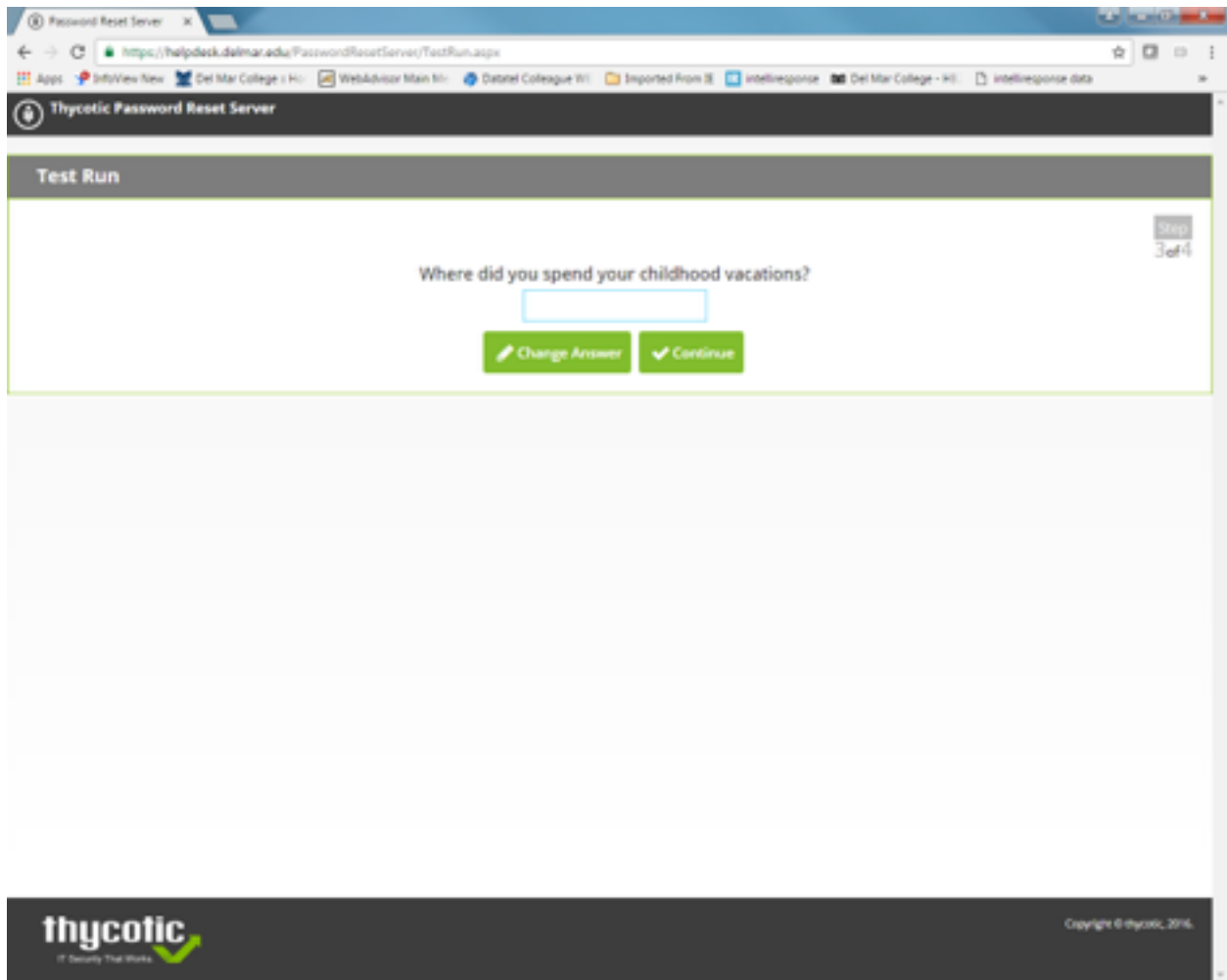
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You then will be asked about the images you selected.



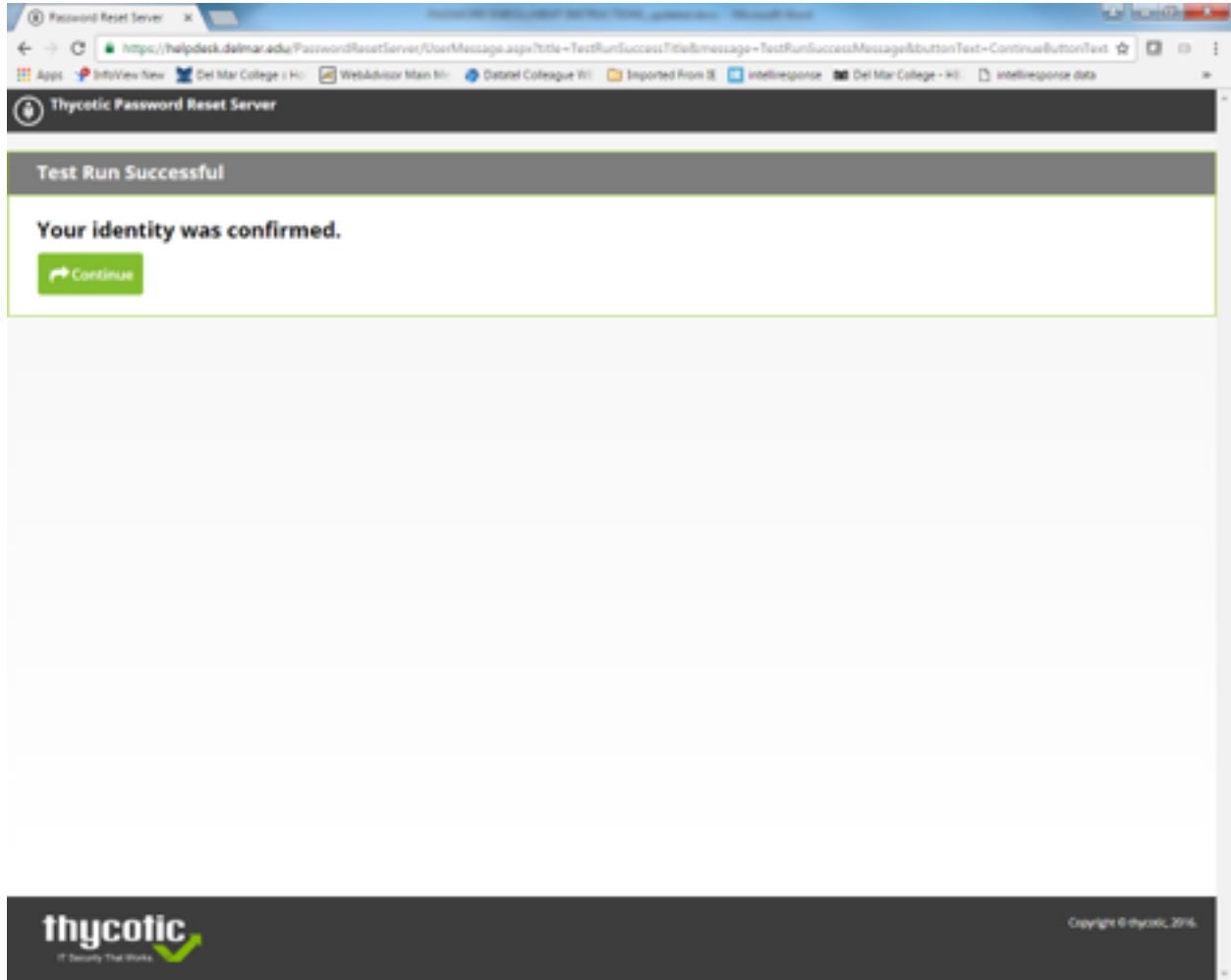
Choose and continue.

Your questions will be asked.



Again answer and continue.

If all went well, this is what you will see.



Click continue and you will go back to the enrollment status page.

You have completed your enrollment. Just click the LOGOUT button next to your name at the top right of the screen.

Microsoft Edge browser window showing the Thycotic Password Reset Server interface. The URL is <https://helpdesk.delmor.edu/PasswordResetServer/Home.aspx>. The user is logged in as Betty Boop.

User Home

Security Questions | Profile Information

Enrollment Status

✓ Enrolled

Last successful password reset:
Never

Last failed password reset:
Never

Your Security Questions

Favorite Author Who is your favorite author?	Change Answer	Test
Childhood Vacations Where did you spend your childhood vacations?	Change Answer	Test
Mother Birth City What is the name of the city where your mother was born?	Change Answer	Test
Email Question Required Email Question (Receive reset code by email)	Change Answer	Test
Image Question Required Image Question (Memorize images for reset)	Change Answer	Test

You will need to get 4 of 5 questions correct when resetting your password.

Change All Answers | Test Run | Change Password

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This completes the enrollment. Thank you.

Microsoft Edge browser window showing the Thycotic Password Reset Server interface. The address bar displays <https://helpdesk.delmar.edu/PasswordResetServer/logout.aspx>. The page title is "Thycotic Password Reset Server".

Logout

You have been logged off.

[Please click here to login.](#)

At the bottom of the page, the Thycotic logo is visible on the left, and the copyright notice "Copyright © Thycotic, 2016." is on the right.