

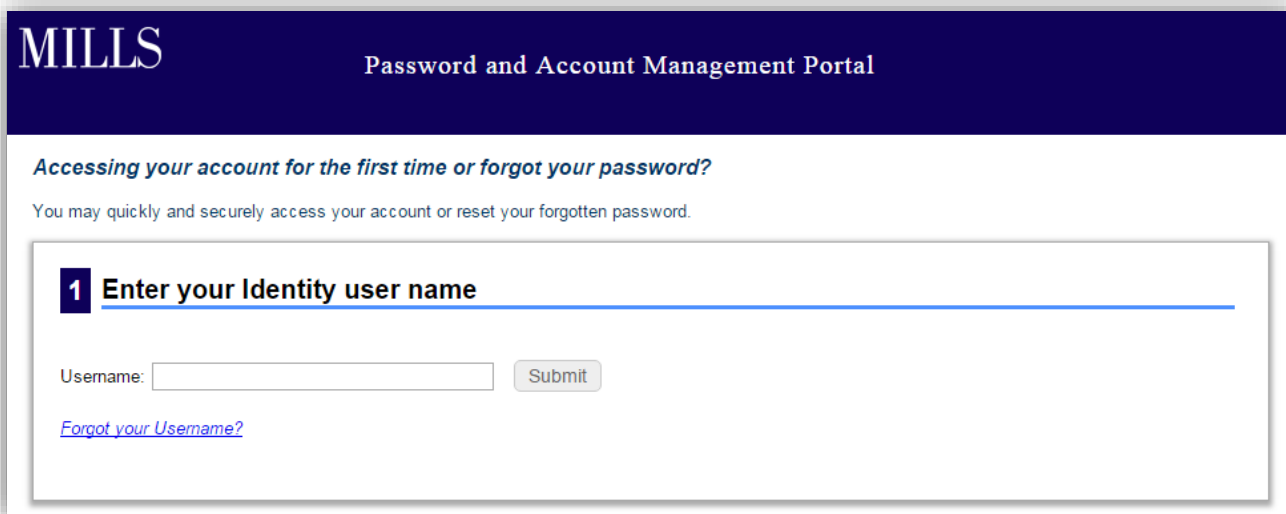
Creating Your Mills Password

Claim your account, setup secret questions, and create your password

When your Mills account is created you will receive two separate emails in your personal, non-Mills email account. One will state your Mills username while the other will provide you an authorization code.

Once you have received both of these emails, you will be ready to follow the steps below for using the Password and Account Management Portal kiosk to claim your account, setup secret questions, and create your password.

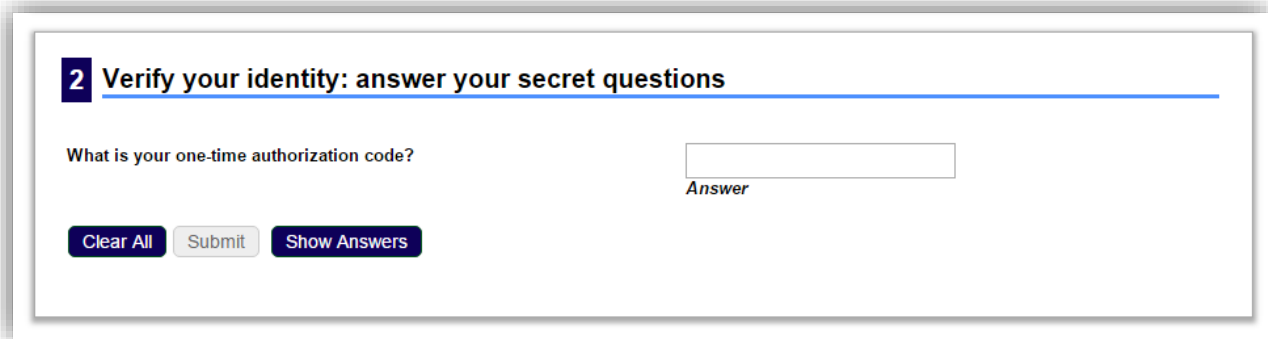
1. Go to the Password and Account Management Portal kiosk by going to the Mills Portal login page (<http://portal.mills.edu>) and clicking the 'I need my username or password' link or by going to the direct link: <https://iaas1test.fischeridentity.com/identity/self-service/mil/kiosk.jsf>.
2. In the window that opens, enter your username, which was provided to you in email*, and click 'Submit'.



The screenshot shows the Mills Password and Account Management Portal interface. At the top, there is a dark blue header with the 'MILLS' logo on the left and the text 'Password and Account Management Portal' on the right. Below the header, the page title is 'Accessing your account for the first time or forgot your password?'. A sub-header reads 'You may quickly and securely access your account or reset your forgotten password.' The main content area is a white box with a blue border. It features a step indicator '1' followed by the heading 'Enter your Identity user name'. Below this heading is a 'Username:' label, a text input field, and a 'Submit' button. A blue link labeled 'Forgot your Username?' is positioned below the input field.

* If you have lost your username email, click the 'Forgot your Username?' link to be reminded. You will need to provide your Mills Banner ID number as well as the personal, non-Mills email address you provided to the College on your academic or employment application.

3. Enter the one-time authorization code you received in email and click submit.



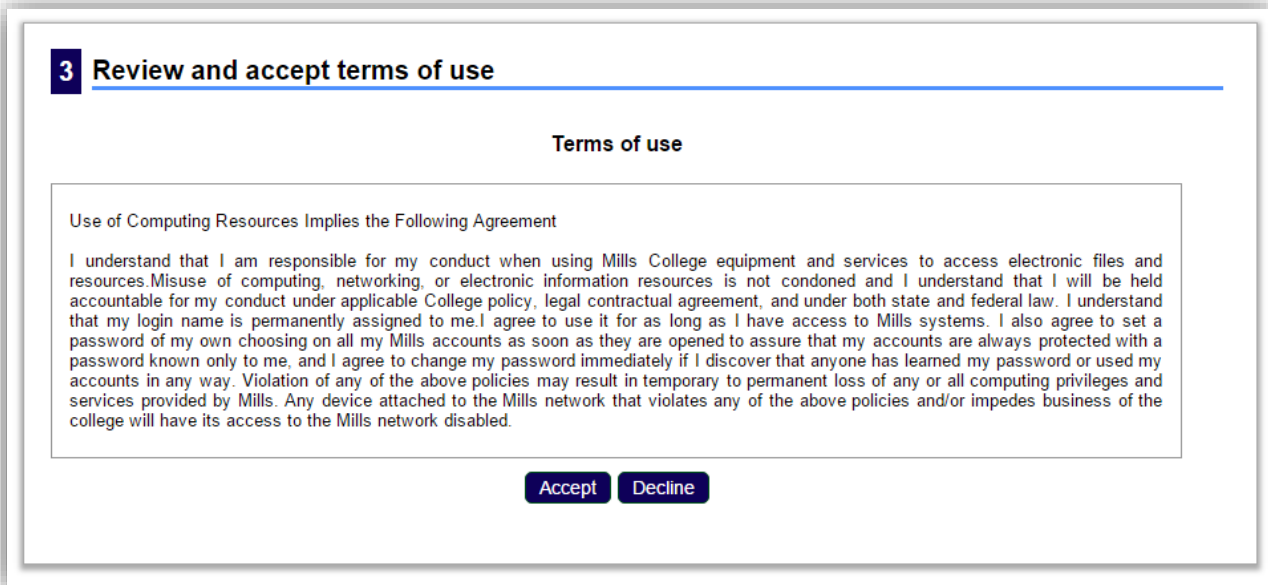
2 Verify your identity: answer your secret questions

What is your one-time authorization code?

Answer

Clear All **Submit** **Show Answers**

4. After reading the 'Terms of Agreement', click 'Accept'



3 Review and accept terms of use

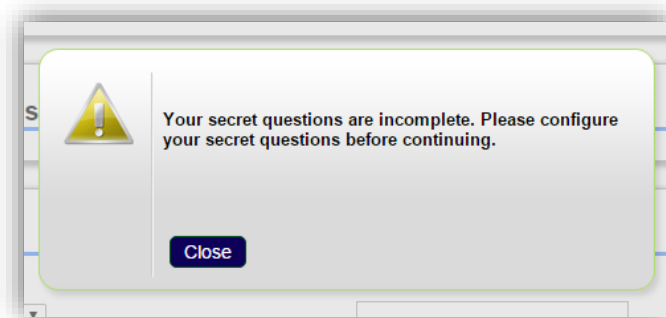
Terms of use

Use of Computing Resources Implies the Following Agreement

I understand that I am responsible for my conduct when using Mills College equipment and services to access electronic files and resources. Misuse of computing, networking, or electronic information resources is not condoned and I understand that I will be held accountable for my conduct under applicable College policy, legal contractual agreement, and under both state and federal law. I understand that my login name is permanently assigned to me. I agree to use it for as long as I have access to Mills systems. I also agree to set a password of my own choosing on all my Mills accounts as soon as they are opened to assure that my accounts are always protected with a password known only to me, and I agree to change my password immediately if I discover that anyone has learned my password or used my accounts in any way. Violation of any of the above policies may result in temporary to permanent loss of any or all computing privileges and services provided by Mills. Any device attached to the Mills network that violates any of the above policies and/or impedes business of the college will have its access to the Mills network disabled.

Accept **Decline**

5. You will receive a notification that you need to configure your secret questions, click 'Close'.



- Using the drop-down menus, select three secret questions and provide memorable answers. These questions will be used to verify your identity should you forget your password in the future. Once completed, click 'Submit'.

4 Set up secret questions

What was your first pet's name?
Answer *Re-type Your Answer*

What is your favorite restaurant as a child?
Answer *Re-type Your Answer*

What is your favorite building on campus?
Answer *Re-type Your Answer*

Clear All **Submit** **Show Answers**

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- Make sure 'Reset my password' is selected and click 'Next'[†].

5 Manage your secret questions or reset your password

Reset my password
 Configure my secret questions

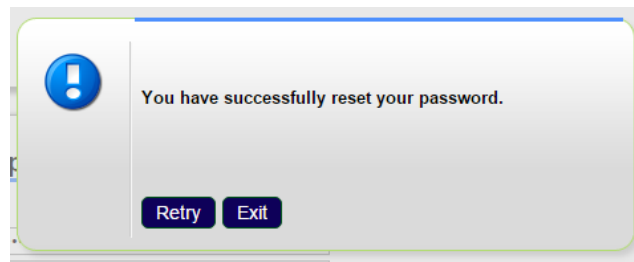
Next

[†] If you would like to change your secret questions at this time, change the selection to 'Configure my secret questions' and then click 'Next' to return to step 4: 'Set up secret questions'.

8. Create your password using the criteria below, when you're finished, click 'Submit':
- Minimum of 8 characters
 - Minimum of 1 lowercase letter
 - Minimum of 1 uppercase letter
 - Minimum of 1 number
 - Cannot contain your username or Banner ID

Password Rules	ServiceAccounts <i>fischelpdesk</i>
Mandatory	
Length: Minimum	1
Length: Maximum	80

9. If you're satisfied with your secret questions selections and your password, click 'Exit'.
If you would like to change your secret questions or your password, please click 'Retry'.



Congratulations, you're ready to use Mills IT resources!

For Further Assistance

Please contact the Information Technology Helpdesk at 510.430.2005 or email helpdesk@mills.edu.