

Self-Serve
Password
Reset



St. Lawrence
College

This manual contains pertinent
information about the Self-Serve
Password Reset.

June, 2017

Self Serve Password Reset

About

The **Self-Serve Password Reset** will allow you to reset your own password through slc.me. In order to use this service and reset your own password on slc.me in the future, quickly pre-register your account by clicking on the **Set up PW Hint** button on your slc.me homepage and selecting security questions. Register your account and remember the answers to these security questions, and never get locked out again!

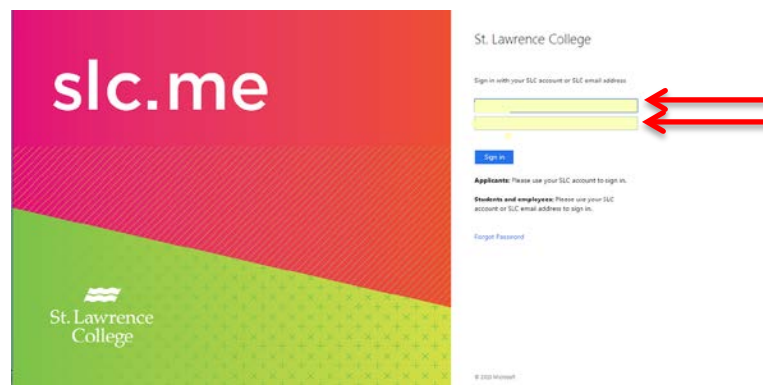
How to Register

There are two ways to navigate to the **Self-Serve Password reset**.

1. **Login** to <http://slc.me> and click on the **Set up PW Hint** button

Go to <http://slc.me>

You will be presented with the login screen. On the right hand side is where students can login with their **username** and **password**. Enter the information and click the **login** button.



Once logged in, you will see a screen similar to the following (your homepage). **Remember:** *You can always get to the main screen by clicking the big **slc.me** logo in the top left.*

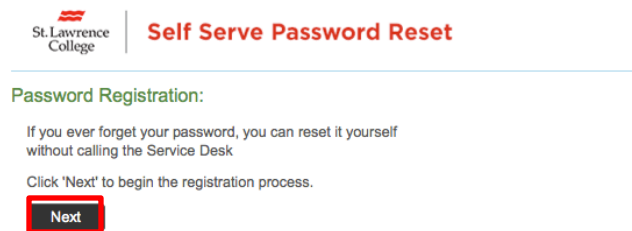
Click on the **Set up PW Hint** button on the bottom left.

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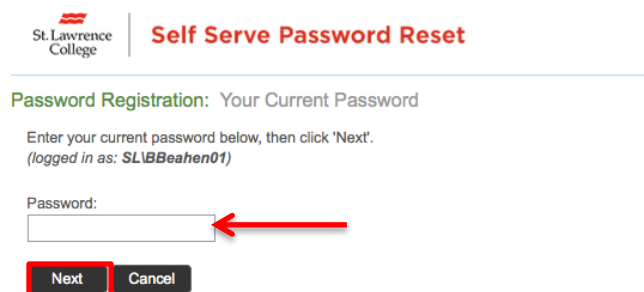


2. If you are **connected** to the college Wi-Fi network **SLCConnect**, you may skip the steps above, and browse directly to <https://PWRegister.sl.on.ca>

You will then be taken to the **Self-Serve Password Reset** page. Click **Next** to begin the registration process.

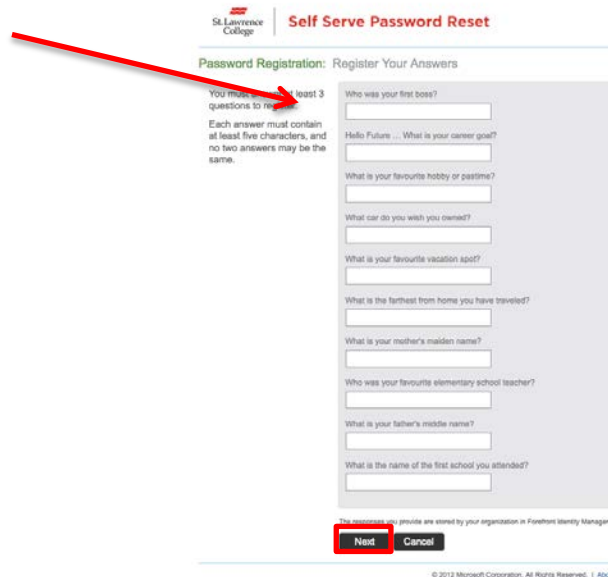


On the next page, you will be asked to enter **Your Current Password**. Enter the password that you use to login to slc.me, blackboard, and college computers, etc. Click **next** to continue.



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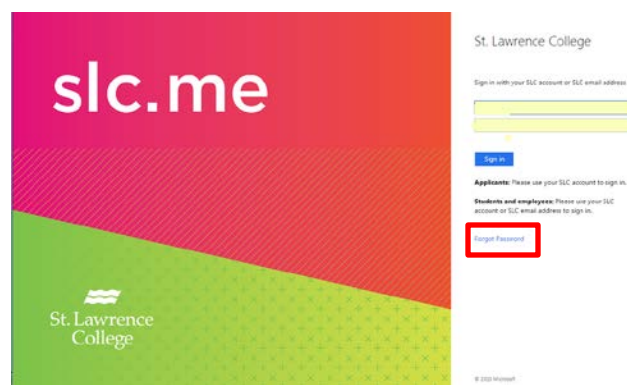
On the next page, you will be asked to **Register Your Answers** to *at least 3 of the security questions provided*. Each answer must contain at least five characters, and no two answers may be the same. When finished, click **next** to complete registration.



To use the service and reset your own password in the future, **remember** the answers to these security questions exactly as you have typed them.

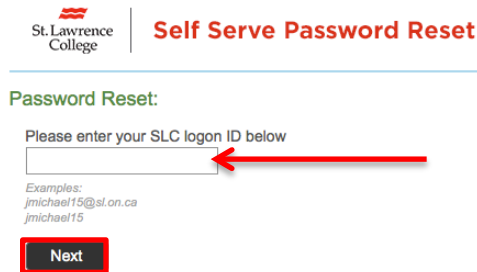
How to Reset Your Own Password

Once you have successfully registered your account for the **Self-Serve Password Reset**, you will then be eligible to reset your own password by clicking the **Forgot Your Password?** button on the slc.me portal login page or by going to <https://psreset.sl.on.ca> when logged into your slc.me account.



On the next page, you will be asked to enter your **SLC logon ID**. Enter your **SLC username** that you use to login to slc.me, blackboard, school computers, etc. Then click **Next**.

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Password Reset:

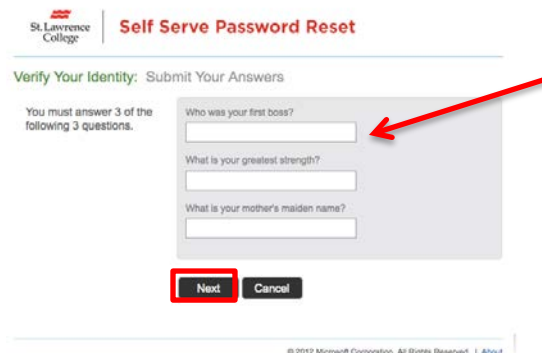
Please enter your SLC logon ID below

Examples:
jmichael15@sl.on.ca
jmichael15

Next

If your account is registered, you will then be taken to the following screen where you will be asked to **answer all 3** of the 3 security questions listed. Remember to type in your answers exactly the same way that you entered them when registering your account for the service, and then click **Next**.

Please note: Answers are case sensitive, and must be entered in the same format as provided.



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Verify Your Identity: Submit Your Answers

You must answer 3 of the following 3 questions.

Who was your first boss?

What is your greatest strength?

What is your mother's maiden name?

Next Cancel

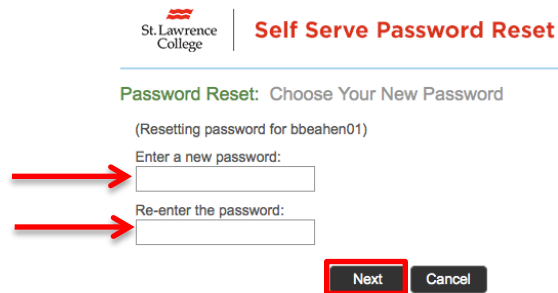
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If your answers are entered correctly, you will then be taken to the following page where you will be asked to **enter a new password** for your account. Enter your **new password** and then **re-enter that password** in the second box to verify the password you chose.

Please enter a new password that is complex and safeguard it in order to protect your personal information. This new password must be at least 8 characters long, something you have never used at the college before, and a combination of letters and/or numbers only (no special characters, ex: (@#\$%&*).

Click **next** to complete your password reset.

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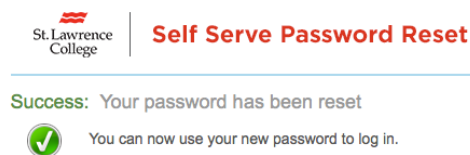
St. Lawrence College | **Self Serve Password Reset**

Password Reset: Choose Your New Password
(Resetting password for bbeahen01)

Enter a new password:


Re-enter the password:

If your new password meets the criteria above and your password reset is successful, you will then see a screen that looks like the following. You should now be able to use your new password to login!



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Success: Your password has been reset

 You can now use your new password to log in.