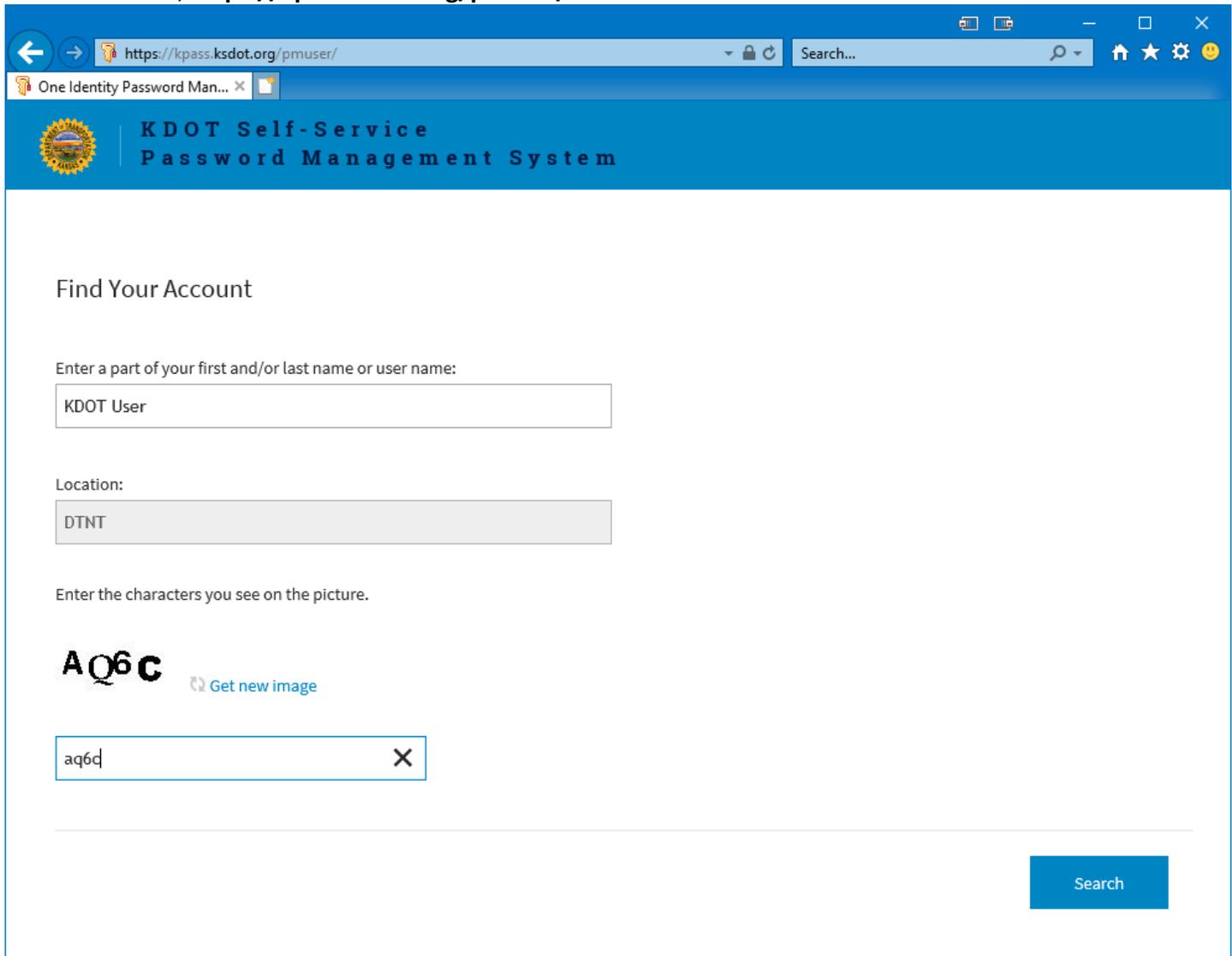


KDOT Self Service Password Management System

Connecting to the Self Service Site

1. Connect to the Self-Service site by typing the Self-Service site URL in the address bar of your web browser, <https://kpass.ksdot.org/pmuser/>



The screenshot shows a web browser window with the address bar containing <https://kpass.ksdot.org/pmuser/>. The page title is "KDOT Self-Service Password Management System". The main content area is titled "Find Your Account" and contains the following fields and elements:

- A text input field labeled "Enter a part of your first and/or last name or user name:" with the value "KDOT User".
- A text input field labeled "Location:" with the value "DTNT".
- A CAPTCHA image showing the characters "AQ6C" and a "Get new image" link.
- A text input field containing the characters "aq6c".
- A blue "Search" button at the bottom right.

2. Enter your KDOT assigned username, then enter the text shown in the graphic (not case-sensitive), and click Search

Welcome page

Home

Welcome, KDOT User. If you are not KDOT User, [click here](#).
Configure your Questions and Answers profile and manage your passwords by using the tasks below.

- My Questions and Answers Profile**
Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.
- Forgot My Password**
Set your new password by answering a series of private questions.
- Manage My Passwords**
If you know your current password, you can securely change all your passwords.
- Unlock My Account**
You can unlock your account by answering a series of private questions.
- My Notifications**
Select events that you want to be notified about, such as when your password is changed or your account is unlocked.

Locating Your Account

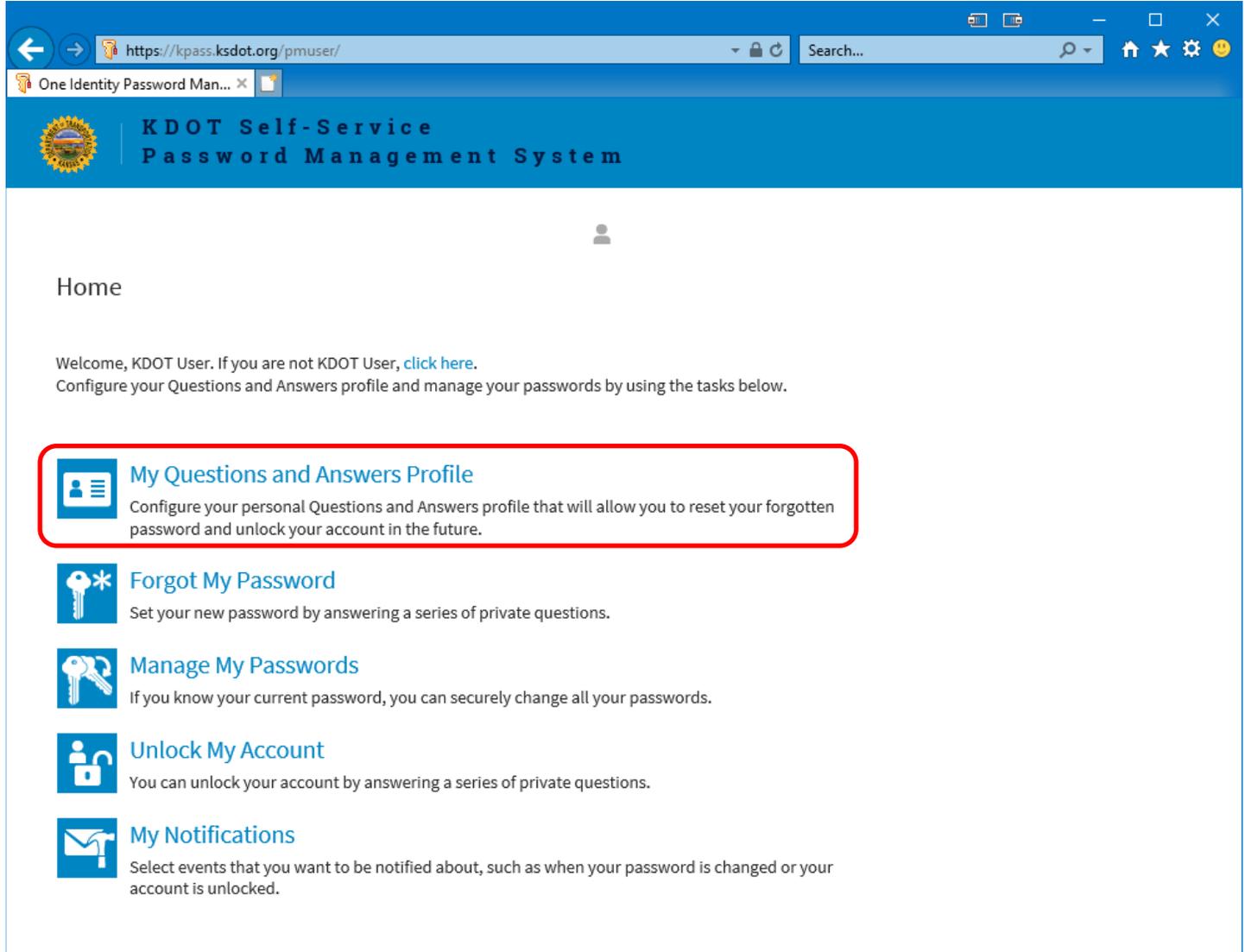
1. Connect to the Self-Service site by typing the Self-Service site URL in the address bar of your Web browser. The URL is **https://kpass.ksdot.org/pmuser/**
2. On the **Enter Your User Name** page, click the **Forgot your user name?** link.
3. On the **Locate Account** page, do the following, and then click **Search**:
 - Type in part of your first or last name, or both, or your e-mail in the **Enter your name** text box.
 - Select your domain from the **Domain** list box, if any.
 - **Enter the characters you see on the picture** into the text box. This section is not case-sensitive, you can enter the characters in either upper or lower case, and/or refresh the picture if you cannot read the characters
4. Under **Search Results**, identify and click your user name.
If you cannot find your account in the search results, follow the instructions on the screen.
If you enter a part of your Account name, several matches may be found. In this case you will see a list of user names followed by descriptions. Select your Account name from this list.

Creating and Updating Your Questions and Answers Profile

To register with Password Manager, you need to create your personal Q&A profile (Questions and Answers profile) which is a series of security questions to which you will specify your private answers.

To create or update your personal Questions and Answers profile

1. Connect to the Self-Service site by using the procedure outlined in “Connecting to Self-Service Site” above
2. On the **Welcome** page, click on the **My Questions and Answers Profile** section.



https://kpass.ksdot.org/pmuser/

One Identity Password Man...

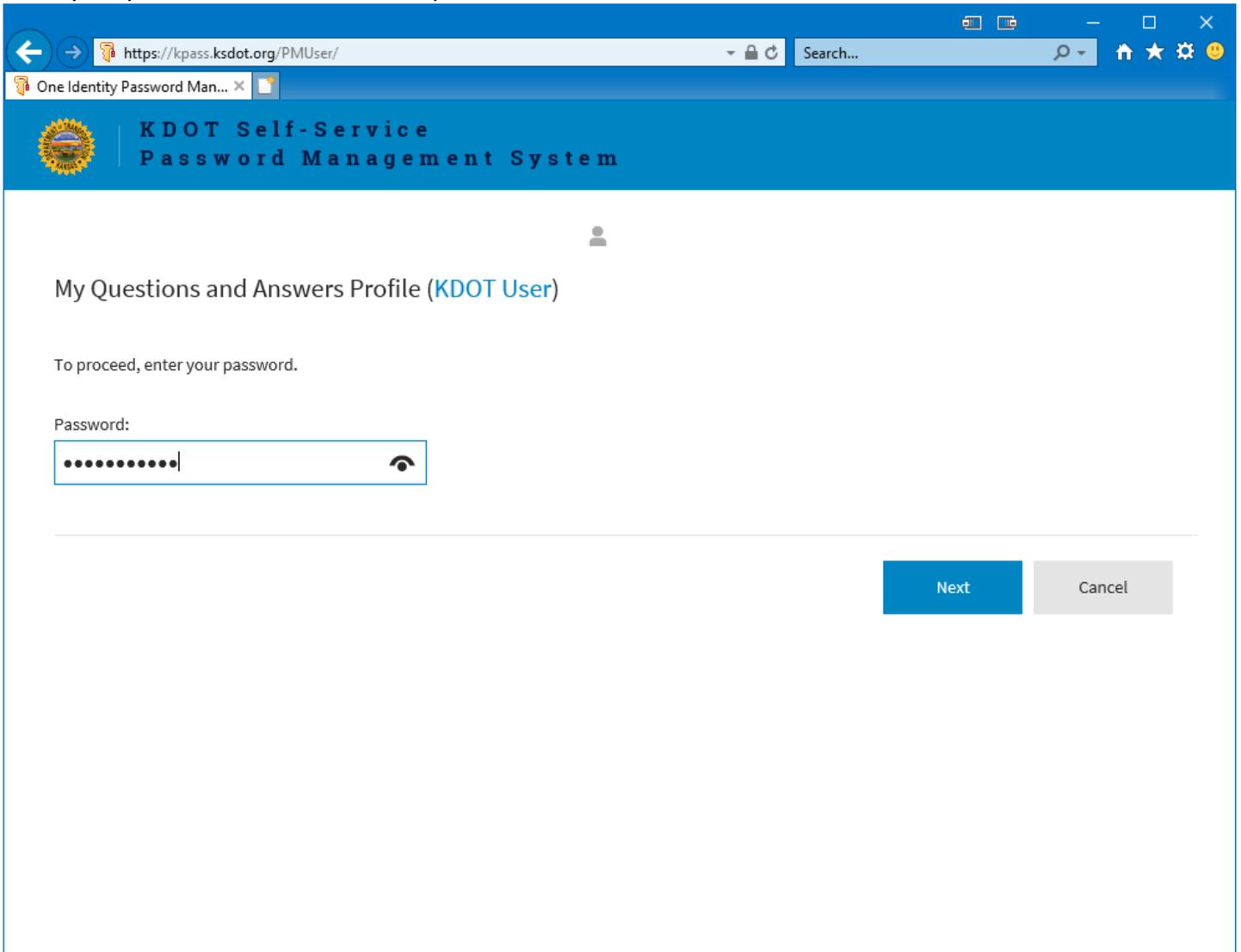
KDOT Self-Service Password Management System

Home

Welcome, KDOT User. If you are not KDOT User, [click here](#).
Configure your Questions and Answers profile and manage your passwords by using the tasks below.

- My Questions and Answers Profile**
Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.
- Forgot My Password**
Set your new password by answering a series of private questions.
- Manage My Passwords**
If you know your current password, you can securely change all your passwords.
- Unlock My Account**
You can unlock your account by answering a series of private questions.
- My Notifications**
Select events that you want to be notified about, such as when your password is changed or your account is unlocked.

Enter your password and click **Next** to proceed



https://kpass.ksdot.org/PMUser/

One Identity Password Man...



**KDOT Self-Service
Password Management System**



My Questions and Answers Profile ([KDOT User](#))

To proceed, enter your password.

Password:



[Next](#) [Cancel](#)

3. On **Select a question**, choose a question from the drop-down list, and then specify your answer to the selected question.

https://kpass.ksdot.org/PMUser/

One Identity Password Man... x

 **KDOT Self-Service Password Management System**



My Questions and Answers Profile (KDOT User)

Provide answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to reset your forgotten password and unlock your account.

● Your answers must comply with the policy requirements.

- The minimum length of an answer must be 3 characters.
- All answers must be unique.
- The answer must not contain the corresponding question.

Language of questions and answers: English (United States)

Select a question:
What is your mother's maiden name? 

Answer:

Select a question:
What is your father's middle name? 

Answer:

Select a question:
What is your pet's name? 

Answer:

Click **Next** when you are finished

https://kpass.ksdot.org/PMUser/

One Identity Password Man...

KDOT Self-Service Password Management System

- The minimum length of an answer must be 3 characters.
- All answers must be unique.
- The answer must not contain the corresponding question.

Language of questions and answers: English (United States)

Select a question:

What is your mother's maiden name?

Answer:

Select a question:

What is your father's middle name?

Answer:

Select a question:

What is your pet's name?

Answer:

Next Cancel

Click **Go to home page** or close your browser if you are finished.

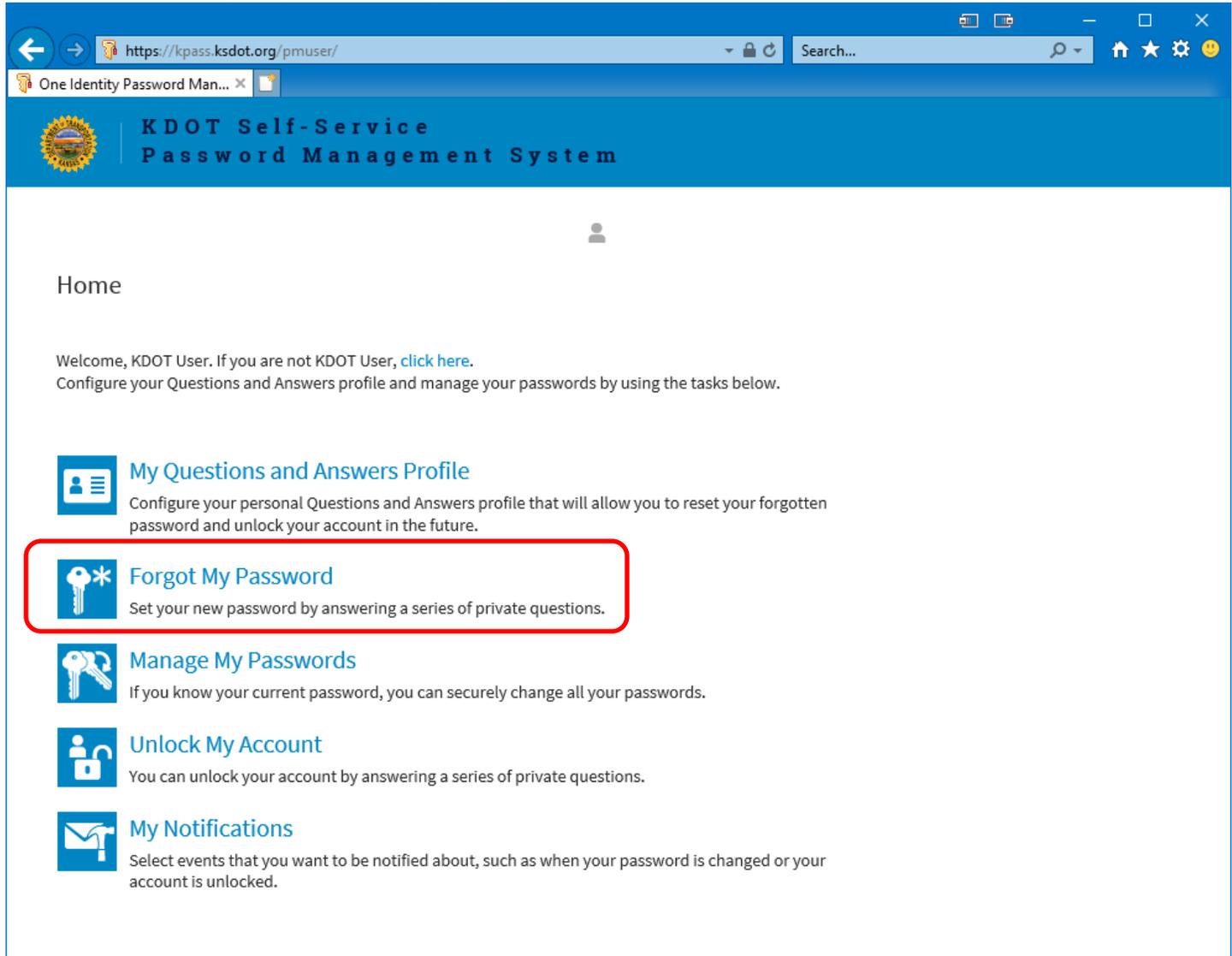
The screenshot shows a web browser window with the address bar displaying `https://kpass.ksdot.org/PMUser/`. The page title is "KDOT Self-Service Password Management System". The main content area displays a success message: "My Questions and Answers Profile (KDOT User)" followed by a green checkmark icon and the text "Questions and Answers profile was successfully updated". Below this message is a blue link labeled "Go to home page". A horizontal line separates this section from a "Details" section, which contains a single bullet point: "• Your Questions and Answers profile was successfully updated."

Resetting Your Password

You can reset your password by using the Self-Service site. Password Manager allows you to reset your password before you log on to the network (from the Windows logon screen), and when you are already logged on to the system.

To reset your password

1. Connect to the Self-Service site by using the procedures outlined above
2. On the **Welcome** page, click the **Forgot My Password** box.



Home

Welcome, KDOT User. If you are not KDOT User, [click here](#).
Configure your Questions and Answers profile and manage your passwords by using the tasks below.

-  **My Questions and Answers Profile**
Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.
-  **Forgot My Password**
Set your new password by answering a series of private questions.
-  **Manage My Passwords**
If you know your current password, you can securely change all your passwords.
-  **Unlock My Account**
You can unlock your account by answering a series of private questions.
-  **My Notifications**
Select events that you want to be notified about, such as when your password is changed or your account is unlocked.

3. On the **Answer the Questions** page, type the correct answers to the displayed questions, and then click **Next**.

On this page, you must provide the answers which you have specified in your personal Questions and Answers profile.

https://kpass.ksdot.org/PMUser/

One Identity Password Man...

KDOT Self-Service Password Management System



Forgot My Password (KDOT User)

To continue, answer the following questions.

Question: **What is your father's middle name?**

Answer:

Question: **What is your pet's name?**

Answer:

Question: **What is your mother's maiden name?**

Answer:

[Next](#) [Cancel](#)

4. On the **Enter New Password** page, do the following, and then click **Finish**:

- To ensure that your new password complies with the current password policies, click the **click here** link to see the password policy requirements.
- Type your new password in the **New Password** text box.
- Re-type the password in the **Confirm new password** text box and then click **Next**.

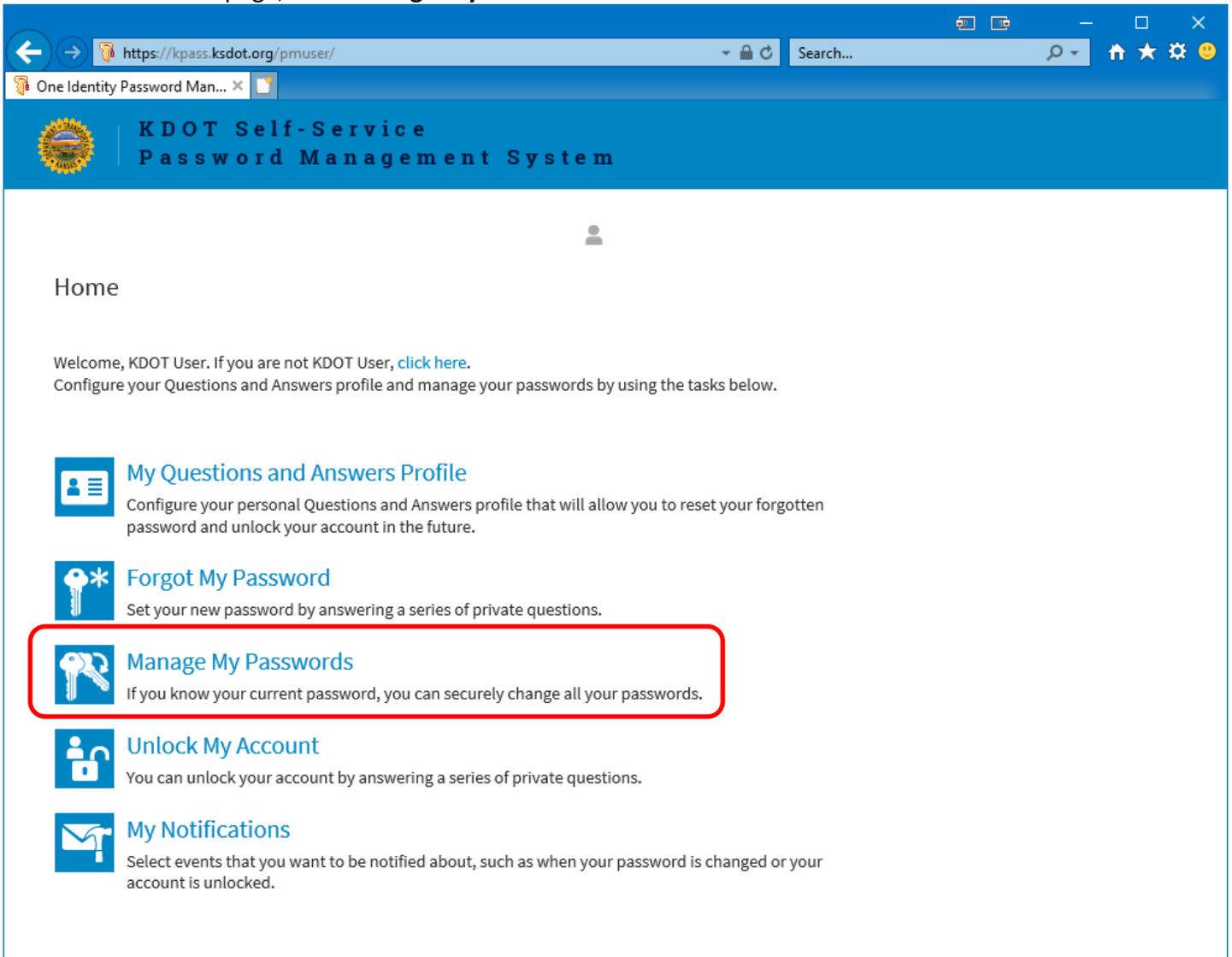
The screenshot shows a web browser window with the URL <https://kpass.ksdot.org/PMUser/>. The page title is "KDOT Self-Service Password Management System". The main heading is "Forgot My Password (KDOT User)". Below the heading, there is a prompt "Enter new password." and a note: "Your new password must comply with the password policy:". The policy rules are listed as follows:

- Complexity Rule
- Length Rule
- Password Age Rule
- Default Domain Policy (Policy validation can only be checked after clicking Next)

There are two input fields: "New password:" and "Confirm new password:". The "New password:" field contains a password of 10 dots and has a "Password strength: Strong" indicator with a green progress bar. The "Confirm new password:" field contains 10 dots. At the bottom right, there are two buttons: "Next" (blue) and "Cancel" (grey).

Changing Your Password

1. Connect to the Self-Service site by using the procedures outlined above.
2. On the **Welcome** page, click **Manage My Passwords**.



Home

Welcome, KDOT User. If you are not KDOT User, [click here](#).
Configure your Questions and Answers profile and manage your passwords by using the tasks below.

- My Questions and Answers Profile**
Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.
- Forgot My Password**
Set your new password by answering a series of private questions.
- Manage My Passwords**
If you know your current password, you can securely change all your passwords.
- Unlock My Account**
You can unlock your account by answering a series of private questions.
- My Notifications**
Select events that you want to be notified about, such as when your password is changed or your account is unlocked.

3. Enter your existing password and click **Next**
3. On the **Enter Your Password** page, type your password in the **Password** text box, and then click **Next**.



KDOT Self-Service Password Management System



Manage My Passwords (KDOT User)

To proceed, enter your password.

Password:

4. On the **Enter New Password** page, do the following, and then click Finish:

- Type your new password in the **Password** text box.

The screenshot shows a web browser window with the URL <https://kpass.ksdot.org/PMUser/>. The page title is "KDOT Self-Service Password Management System". The main heading is "Manage My Passwords (KDOT User)". Below this, the instruction "Enter new password." is followed by a note: "Your new password must comply with the password policy:". The policy rules are listed as follows:

- Complexity Rule
- Length Rule
- Password Age Rule
- Default Domain Policy (Policy validation can only be checked after clicking Next)

There are two input fields: "New password:" and "Confirm new password:". The "New password:" field contains a masked password (10 dots) and is associated with a "Password strength: Strong" indicator, shown as a green progress bar. The "Confirm new password:" field also contains a masked password (10 dots) and has a visibility toggle icon (an eye) to its right. At the bottom right of the page, there are two buttons: "Next" (highlighted in blue) and "Cancel" (greyed out).

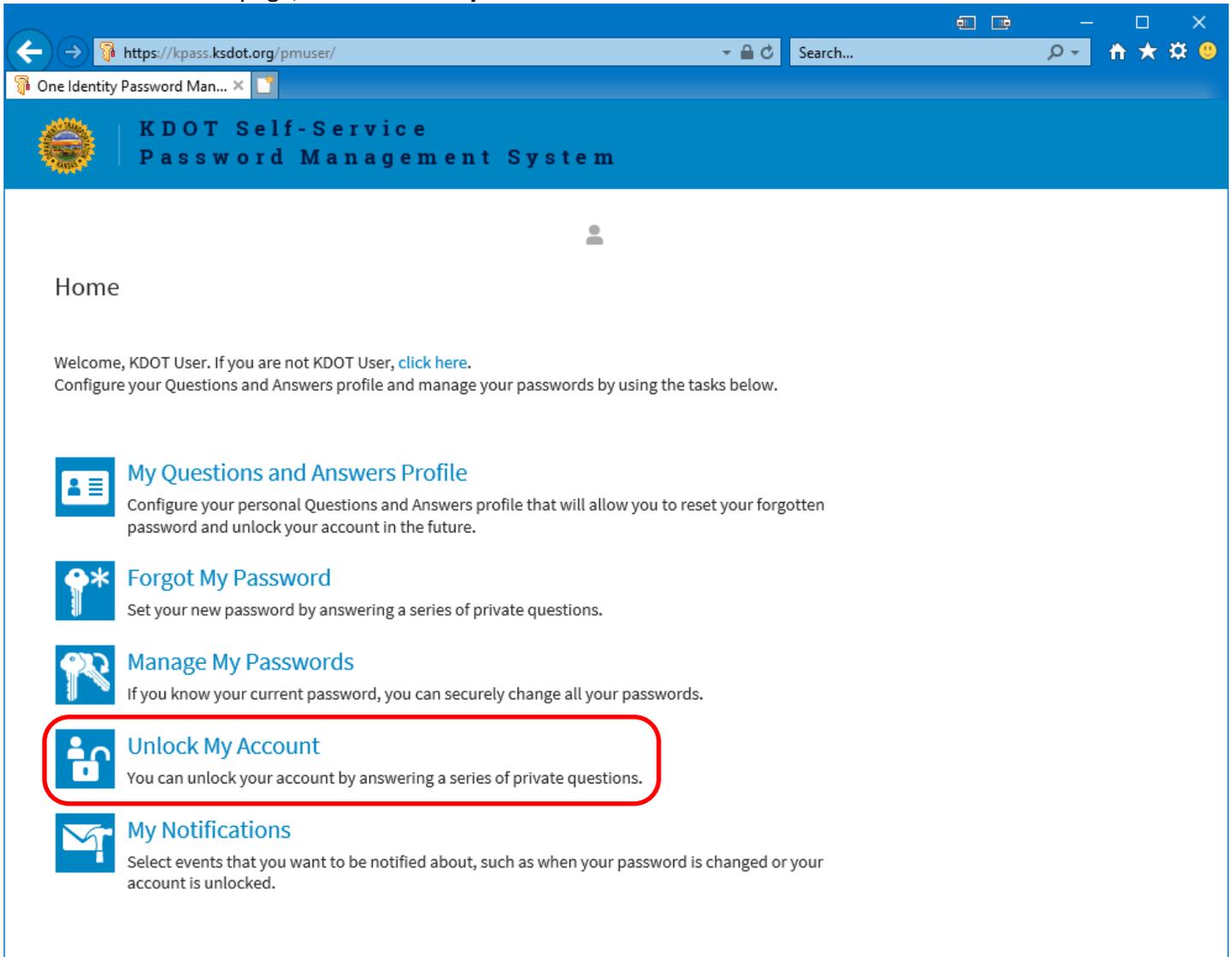
- Re-type the password in the **Confirm new password** text box and then click **Next**.

Unlocking Your Account

You can unlock your account when it is locked, such as when you exceed the allowed number of attempts to enter the correct password.

To unlock your account

3. On the **Welcome** page, click **Unlock My Account**.



4. On the **Answer the Questions** page, type the correct answers to the displayed questions.
On this page, you must provide the answers which you have specified in your personal Questions and Answers profile.

https://kpass.ksdot.org/PMUser/

One Identity Password Man... x

 **KDOT Self-Service Password Management System**



Unlock My Account (KDOT User)

To continue, answer the following questions.

Question: **What is your pet's name?**

Answer: *****

Question: **What is your father's middle name?**

Answer: *****

Question: **What is your mother's maiden name?**

Answer: ***** X

Next Cancel

https://kpass.ksdot.org/PMUser/

One Identity Password Man... x

KDOT Self-Service Password Management System

Unlock My Account (KDOT User)

 Your account was successfully unlocked

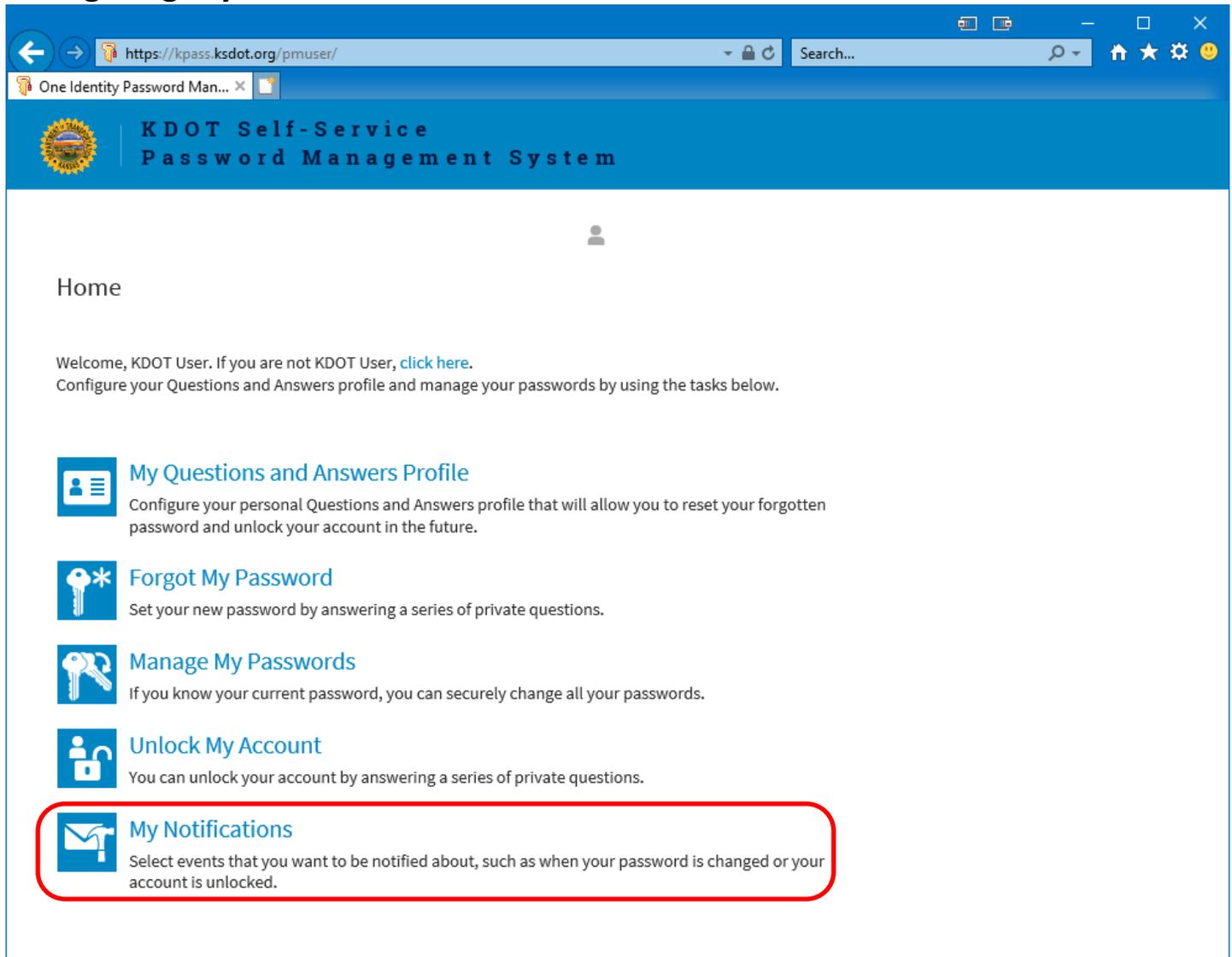
[Go to home page](#)

Details

- Your account was unlocked.

The number of attempts to provide the correct answers is defined by the current Security Policy (three tries). If you exceed the allowed number of attempts, you will see an error message describing the problem. Contact the KDOT Service Desk for assistance.

Configuring My Notifications



The screenshot shows a web browser window with the URL <https://kpass.ksdot.org/pmuser/>. The page title is "KDOT Self-Service Password Management System". Below the title, there is a user profile icon and the word "Home". A welcome message reads: "Welcome, KDOT User. If you are not KDOT User, [click here](#). Configure your Questions and Answers profile and manage your passwords by using the tasks below." There are five task cards, each with an icon and a description:

- My Questions and Answers Profile**: Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.
- Forgot My Password**: Set your new password by answering a series of private questions.
- Manage My Passwords**: If you know your current password, you can securely change all your passwords.
- Unlock My Account**: You can unlock your account by answering a series of private questions.
- My Notifications**: Select events that you want to be notified about, such as when your password is changed or your account is unlocked.

You can configure Self-Service site to automatically send you e-mail notifications when specified events occur.

https://kpass.ksdot.org/PMUser/

One Identity Password Man...

 **KDOT Self-Service
Password Management System**



My Notifications (KDOT User)

To proceed, enter your password.

Password:



To subscribe to event notifications

1. Open the **Welcome** page of the Self-Service site by using the procedure outlined above.
2. On the **Welcome** page, click **My Notifications**.
3. On the **Enter Your Password** page, type your password in the **Password** text box, and then click **Next**.
4. On the **My Notifications** page, select appropriate check boxes to receive e-mail notifications about success and/or failure of various Password Manager events

Browser address bar: <https://kpass.ksdot.org/PMUser/>

Page Title: **KDOT Self-Service Password Management System**

Section: **My Notifications (KDOT User)**

Configure Password Manager to send you email notifications when the events listed below occur.

Notify me, if the following actions succeed:

- My Questions and Answers profile is updated
- My password is reset
- My password is changed
- My account is unlocked
- My notifications settings are updated
- Passcode is used

Notify me, if the following actions fail:

- My Questions and Answers profile is updated
- My password is reset
- My password is changed
- My account is unlocked
- My notifications settings are updated
- Passcode is used

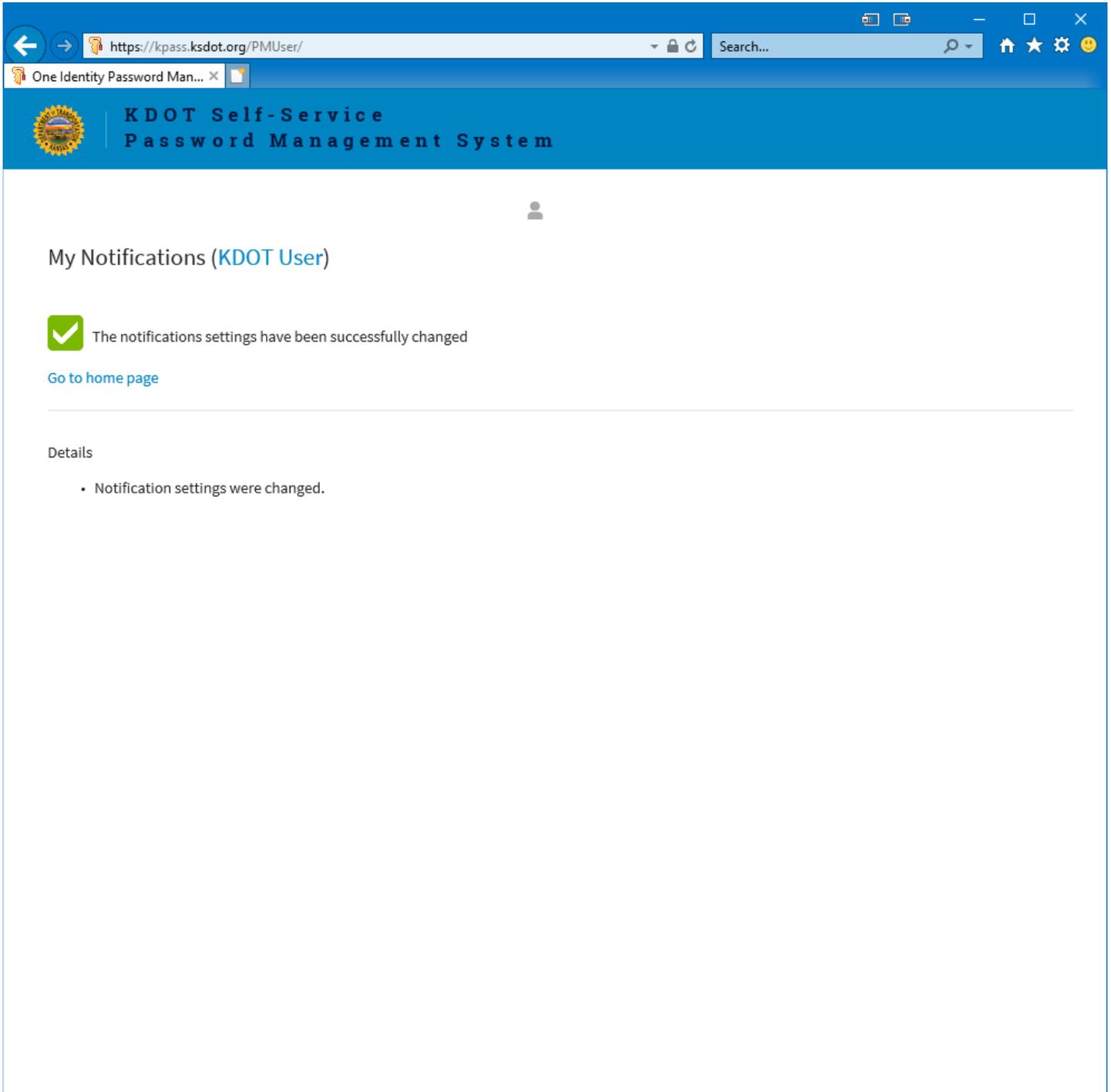
Always notify me of these conditions:

- My password is about to expire

Buttons: **Next** (highlighted), **Cancel**

Click **Next** when you are finished

5. Click **Go to the home page** to return to the password management home page or close your browser if you are done.



The screenshot shows a web browser window with the URL <https://kpass.ksdot.org/PMUser/>. The browser's address bar includes navigation buttons, a search field, and standard window controls. A single browser tab is open, titled "One Identity Password Man...".

The page header is a blue bar containing the KDOT logo on the left and the text "KDOT Self-Service Password Management System" on the right.

Below the header, a user profile icon is centered. The main content area is titled "My Notifications (KDOT User)". A green checkmark icon is followed by the text "The notifications settings have been successfully changed". Below this message is a blue link labeled "Go to home page".

A horizontal line separates the notification from the "Details" section. Under "Details", there is a single bullet point: "Notification settings were changed."