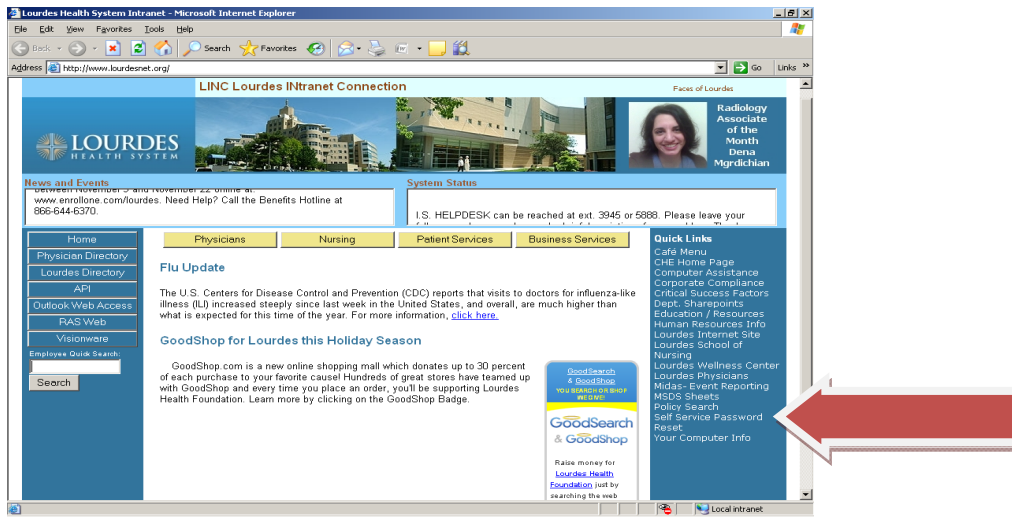
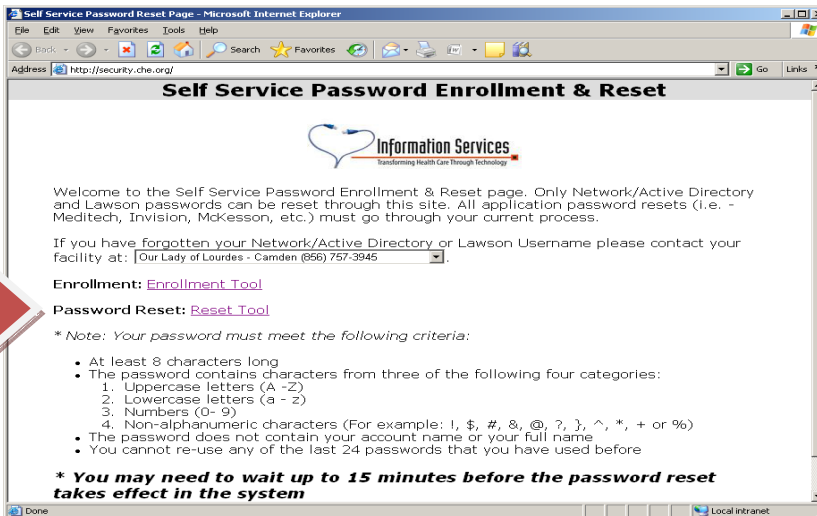


Self Service Password Reset

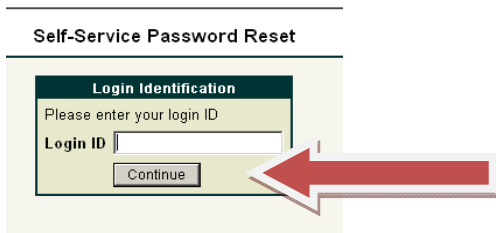
- STEP 1: Go to “Lourdes intranet home page” and Click on “Self Service Password Reset”



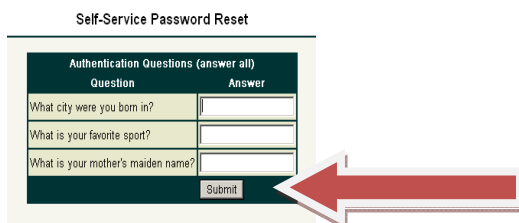
- STEP 2: Click on “Reset Tool”



STEP 3: Enter your current Network (AD) “Username”, then click on the “Continue” button



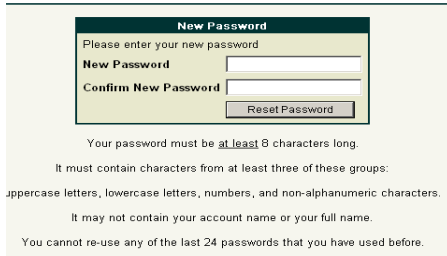
STEP 4: Answer the questions on the boxes. (Ex: camden, baseball, smith) **Use the same answers when you enrolled!!!**



STEP 5: Then click on the “Submit” button
(Continued on back side)

Self Service Password Reset

Self-Service Password Reset



New Password
Please enter your new password

New Password

Confirm New Password

Your password must be at least 8 characters long.
It must contain characters from at least three of these groups:
uppercase letters, lowercase letters, numbers, and non-alphanumeric characters.
It may not contain your account name or your full name.
You cannot re-use any of the last 24 passwords that you have used before.

STEP 6: Type a password that you want to use (twice) then click on the "Reset Password" button.

Password Reset Helpful Hints

- Only Network/Active Directory and Lawson passwords can be reset through this site. All application password resets (i.e. - Meditech, Invision, McKesson, etc.) must go through your current process.

If you have forgotten your Network/Active Directory, please contact your facility at:

Our Lady of Lourdes (Camden) 856-757-3945 Our Lady of Lourdes (Burlington County) 609-835-5888

*Note: Your password must meet the following criteria:

- At least 8 characters long
- The password contains characters from three of the following four categories:
 1. Uppercase letters (A -Z)
 2. Lowercase letters (a - z)
 3. Numbers (0- 9)
 4. Non-alphanumeric characters

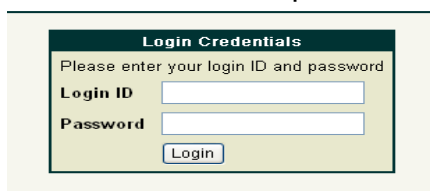
(For example: !, \$, #, &, @, ?, }, ^, *, &, + or %)

- The password does not contain your account name or your full name.
- You cannot re-use any of the last 24 passwords that you have used before.

*You may need to wait up to 15 minutes before the password reset takes effect in the system.

- Once you click on the Enrollment link you will be prompted to enter your Login ID and Password.
- Enter your Network/ Active Directory (AD)/ Lawson Username and Password and click the Login button.

Authentication Required



Login Credentials
Please enter your login ID and password

Login ID

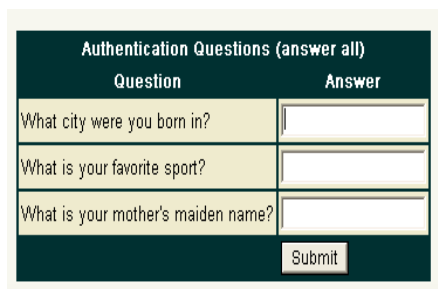
Password

- Note: You will be prompted to change your password after you click the Login button if you are a first time Network/Active (AD) or Lawson user.

You will need to answer three Challenge Questions and click Submit.

Tips for Challenge Questions:

- You cannot use the same three answers for the challenge questions.
- Choose one word answers.
- Do not use complicated characters that you may not remember in your answers.
- Your answers are not case sensitive if you ever need to go into Self Service Password Reset site to reset your password.



Question	Answer
What city were you born in?	<input type="text"/>
What is your favorite sport?	<input type="text"/>
What is your mother's maiden name?	<input type="text"/>