Floyd County Employees, you will soon be able to reset your own email password from your phone.

You'll see a message from notification@floydcountyga.org with a link to enroll.

When you click on this link on your phone,

We have deployed a password self-service tool to help you reset your Windows domain passwords on your own without IT helpdesk assistance. With this tool, you can manage passwords of various cloud applications and non-Windows systems too.

It's very easy to use! All you have to do is enroll yourself by clicking on the link given below to make use of this facility.
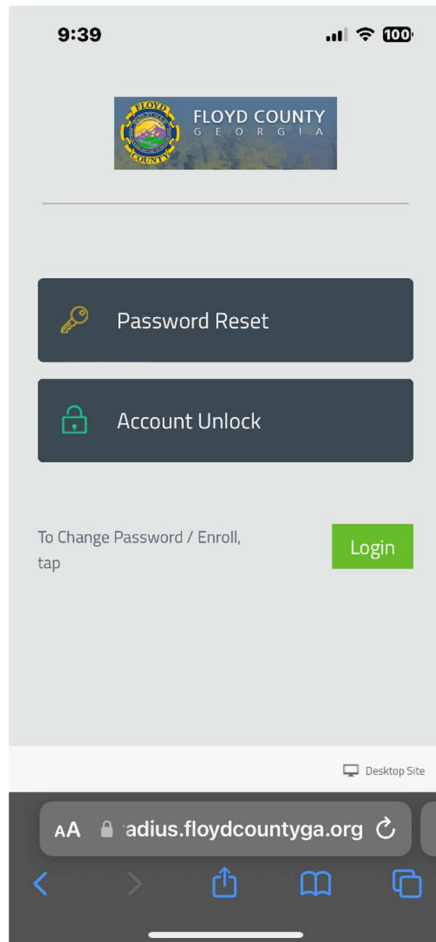
https://FC-RADIUS.floydcountyga.org:9251

Alternatively, you can also use your smartphone or tablet to enroll.

Learn how to enroll using your mobile

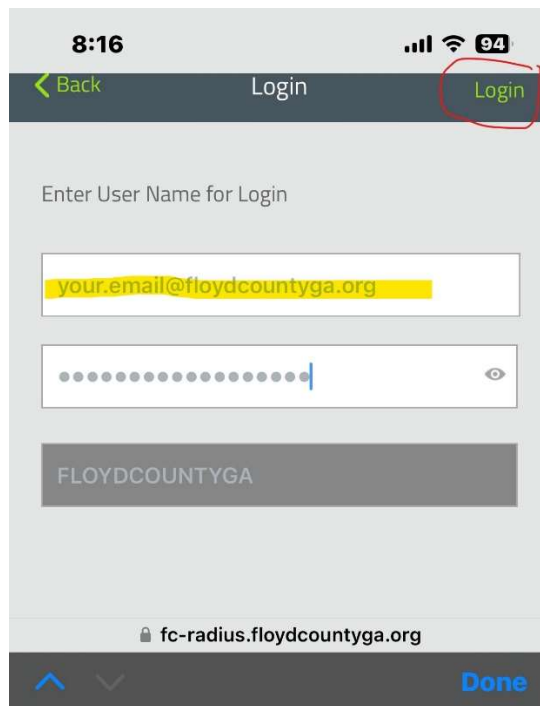https://FC-RADIUS.floydcountyga.org:9251/help/user-guide/adselfservice-plus-enrollment-guide.html#step10

https://FC-RADIUS.floydcountyga.org:9251
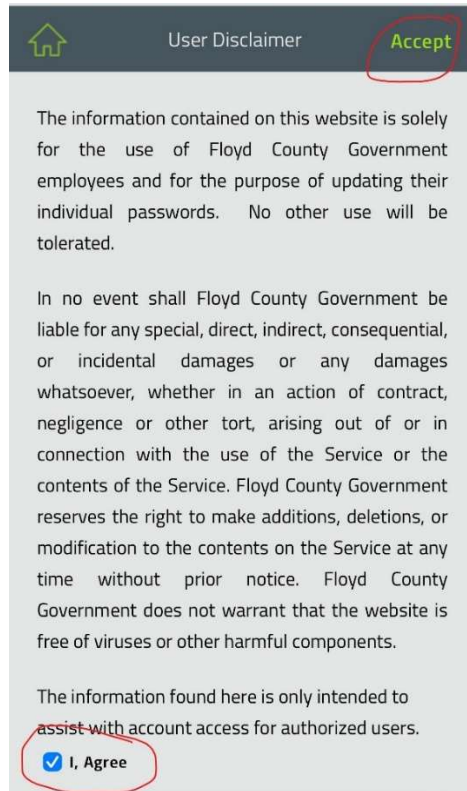
You'll see the following page:

To start the enrollment process, tap the green "Login" button.

Next, you'll be able to enter your email address and current password. Once you've done that, tap the "Login" button at the top right:

Now, you'll be asked to accept the usage agreement. Read the agreement, then check the "I Agree" box at the bottom left, then tap the "Accept" button top right:


You will now be able to set your personal multi-factor authentication information. The first step is to choose 2 security questions to answer:
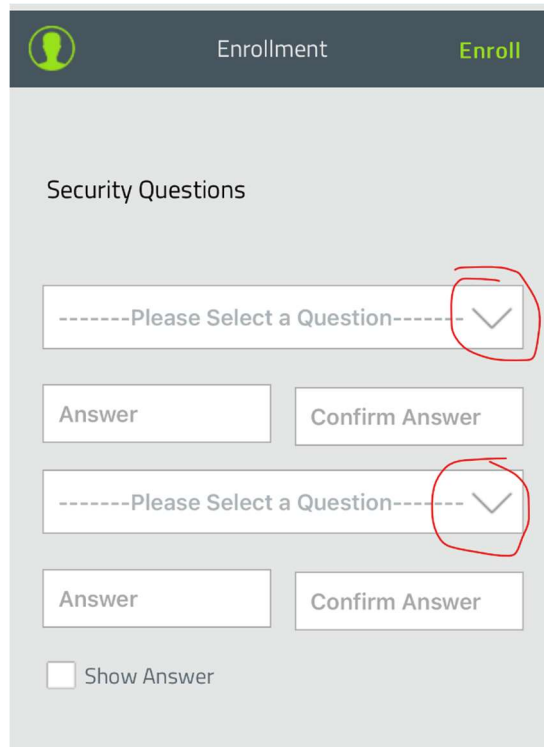
Tap the dropdown arrows to see the list of questions and proceed to select 2 and fill in with memorable answers:
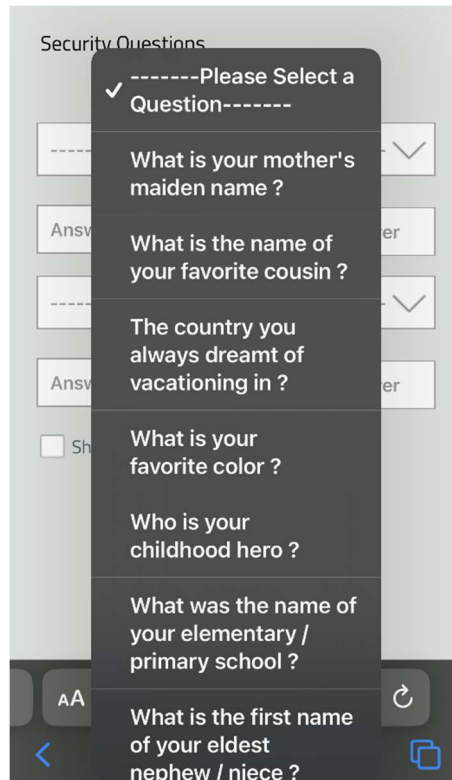
Once you've chosen and answered your questions, be sure to note these somewhere for future reference. If you need to see your answers to know if you typed it correctly, check the "Show Answers" box at bottom left. A suggested method of saving this information is a screenshot so it's easy to remember:
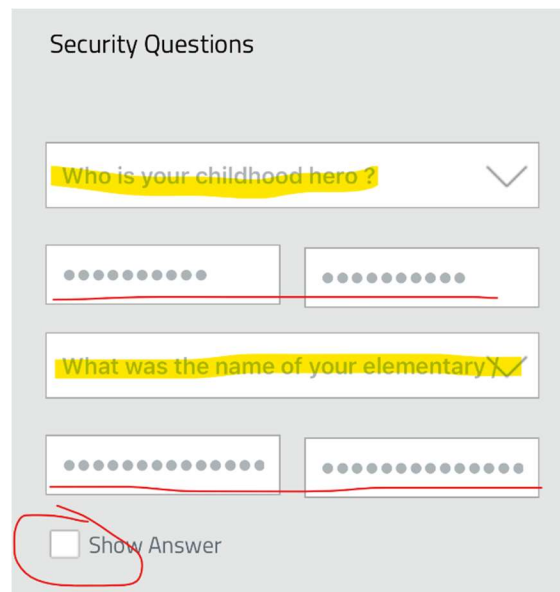
Once you've selected your 2 security questions and created your answers, tap the "Enroll" button at the
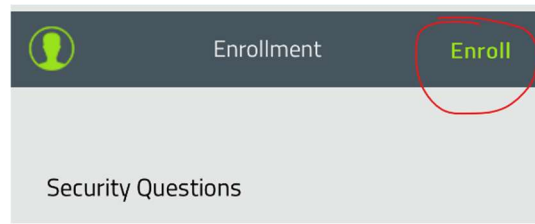
Now you'll be presented with a password change dialog. Once you see this dialog, know that you have successfully enrolled in the system. You don't have to change your password now, but if you received a pending expiration notice, you should consider going ahead and using that feature. Type your old password and then the new one twice. Complexity requirements are listed below the text windows, if you have questions (a palindrome is a series of characters that mirrors itself halfway through. Ex: ufotofu or racecar. These are less secure than non-mirroring passwords of the same length). If you do change your password now, once you've filled out the old and new fields, tap the "Change" button top right.

Whether you change your password or not, tap the green user icon at the top left to see further authentication options:
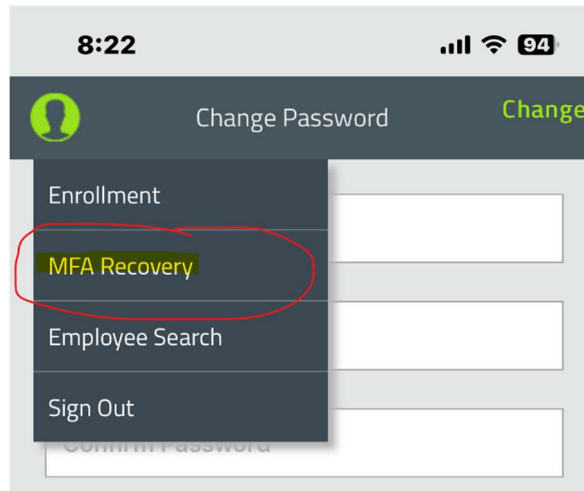
Tap "MFA Recovery" as indicated above. You'll see a list of recovery codes that will allow you to access the tool should you have issues authenticating. Be sure and read the passage about why you need these:
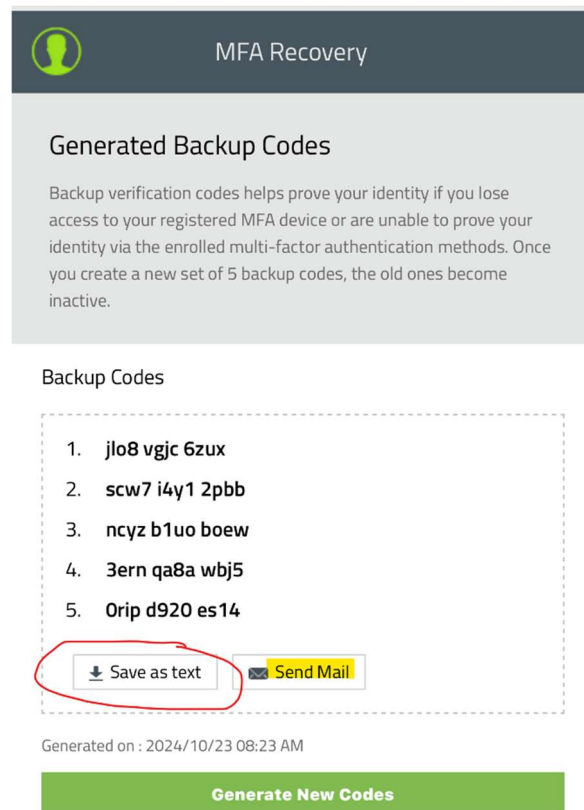
You'll have the opportunity to save these as a text or to email them to yourself. I recommend doing both and use a personal email so you'll have access to the data should you get locked out of your FCG mail. Also, a screenshot is a good way to preserve these codes.

Congratulations, you have enrolled in the new Self-Service password reset tool.