

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:

	Enrollment	Enroll
Security	Questions	
	Please Select a Questior	
Answer	Confirm	n Answer
	Please Select a Questior	
Answer	Confirm	n Answer
Show	/ 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:

Security Questions	
Who is your childhoe	od hero?
•••••	•••••
What was the name	of your elementary
•••••	•••••
Show Answer	

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.

Change Password Change
Old Password
New Password
Confirm Password
 Minimum length should be at least 12
 Number of special characters to include 1
 Must contain at least 1 upper case character(s)
 Number of numerals to include 1
 Must not be a palindrome
 Must not contain any character more than 2 times consecutively
 Must not have 4 consecutive character(s) from username
 Must not contain restricted patterns <u>Pattern List</u>
 You can ignore complexity rules if password length is at least 20
 Must contain at least 1 lower case character(s)

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:

MFA Recovery
Generated Backup Codes
Backup verification codes helps prove your identity if you lose access to your registered MFA device or are unable to prove your identity via the enrolled multi-factor authentication methods. Once you create a new set of 5 backup codes, the old ones become inactive.
Backup Codes
1. jlo8 vgjc 6zux
2. scw7 i4y1 2pbb
3. ncyz b1uo boew
4. 3ern qa8a wbj5
5. Orip d920 es14
Generated on : 2024/10/23 08:23 AM
Generate New Codes

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.