



How to Enroll in the ellucian Accounts Hosting Password Management System

***Password Assignment:**

First-Time-Use:

The first-time-use password rule will be in effect upon initial login into the system. After accessing the system login screen and entering the assigned User ID and first-time-use password as issued by the Administrator, the user's assigned password must then be changed by following normal security conventions.

Password Example:

Users will be required to select a complex password from a large and diverse character set. Passwords must contain three out of four of the following character types: uppercase letters, lowercase letters, numbers, and special characters. Passwords must be at least eight characters in length and contain a mix of alphabetic, numeric, and special characters, e.g., **JJ34QkQ45K!**

Password Changing/Expiration:

Users will be required to change their passwords every 90 days.

Password expiration is set at a 90-day rotation interval, at which time the user will automatically be prompted by the system to change their password.

Account Locking:

Accounts will be locked after five *failed* login attempts.

Ellucian has a hosting self-service system, which allows you to reset your password via your email address. To utilize the system, a user will be required to subscribe to Accounts Hosting @ <https://accounts.hosting.sungardhe.com> and add their email address.

****These password guidelines follow the ellucian Password Governances and Conventions outlined in Table 2 of the ellucian Access Control Provisioning Policy.***

How to enroll in Accounts Hosting:

Step 1: Go to Accounts Hosting @ <https://accounts.hosting.sungardhe.com>.

Step 2: Sign in to Accounts Hosting using the following steps:

The screenshot shows the ellucian login interface. On the left, there are links for 'User Registration', 'Change Password', 'Reset Password', and 'Unlock Account'. The main area contains a 'Sign in' form with fields for 'User Name', 'Password', and 'Log on to:'. The 'Log on to:' dropdown is set to 'ADADMIN'. A CAPTCHA image shows the text 'sq1005'. A 'Login' button is at the bottom of the form. A note below the form states: 'Note: If you have recently changed your password, it may take up to 30 minutes to become effective.' Red callout boxes with arrows point to the following elements:

- Enter your ellucian username.** (points to the User Name field)
- Enter your ellucian first-time-use password.** (points to the Password field)
- Select the appropriate domain as provided to you in your email from SGHE.** (points to the Log on to: dropdown menu)
- Click "Login" to continue.** (points to the Login button)
- ptcha code ompted.** (points to the CAPTCHA image)

Step 3: First-time users of a ellucian account are required to change the assigned password created for the account upon their first login attempt:

The screenshot displays the 'ellucian' logo and a 'Welcome, tkaiser' message. The main content area is titled 'Change Password' and includes a sub-header 'Please provide your user name and domain name.' Below this, there are 'Domain Password Policy Requirements' listed as bullet points: 'The minimum password age is 1', 'The maximum password age is 90', 'The minimum password length is 8', 'No. of Password Remembered is 12', and 'The password complexity property is Enabled'. The form contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password', each with a masked password. A 'Password Strength' indicator shows a blue bar and the word 'Good'. At the bottom of the form are 'OK' and 'Cancel' buttons. Three red callout boxes with arrows point to the 'Old Password' field, the 'New Password' field, and the 'OK' button, respectively.

After clicking "Ok" the browser will reload the page <https://accounts.hosting.sungardhe.com>.

Step 4: Sign in to Accounts Hosting using the following steps:

The screenshot shows the ellucian sign-in interface. On the left, there are links for 'User Registration', 'Change Password', 'Reset Password', and 'Unlock Account'. The main sign-in form includes fields for 'User Name', 'Password', and a 'Log on to:' dropdown menu set to 'ADADMIN'. A CAPTCHA image with the code 'sq10c5' is displayed below the password field. A 'Login' button is at the bottom of the form. A note below the form states: 'Note: If you have recently changed your password, it may take up to 30 minutes to become effective.' Red callout boxes with arrows point to the following elements:

- Enter your ellucian username.** (points to the User Name field)
- Enter your ellucian first-time-use password.** (points to the Password field)
- Select the appropriate domain as provided to you in your email from SGHE.** (points to the Log on to: dropdown menu)
- Click "Login" to continue.** (points to the Login button)
- captcha code prompted.** (points to the CAPTCHA image)

Step 5: After login, you will be prompted with this screen:

The screenshot shows a 'Welcome!' message: 'Welcome! This portal offers you the power of password self-service!'. Below the message is a list of benefits:

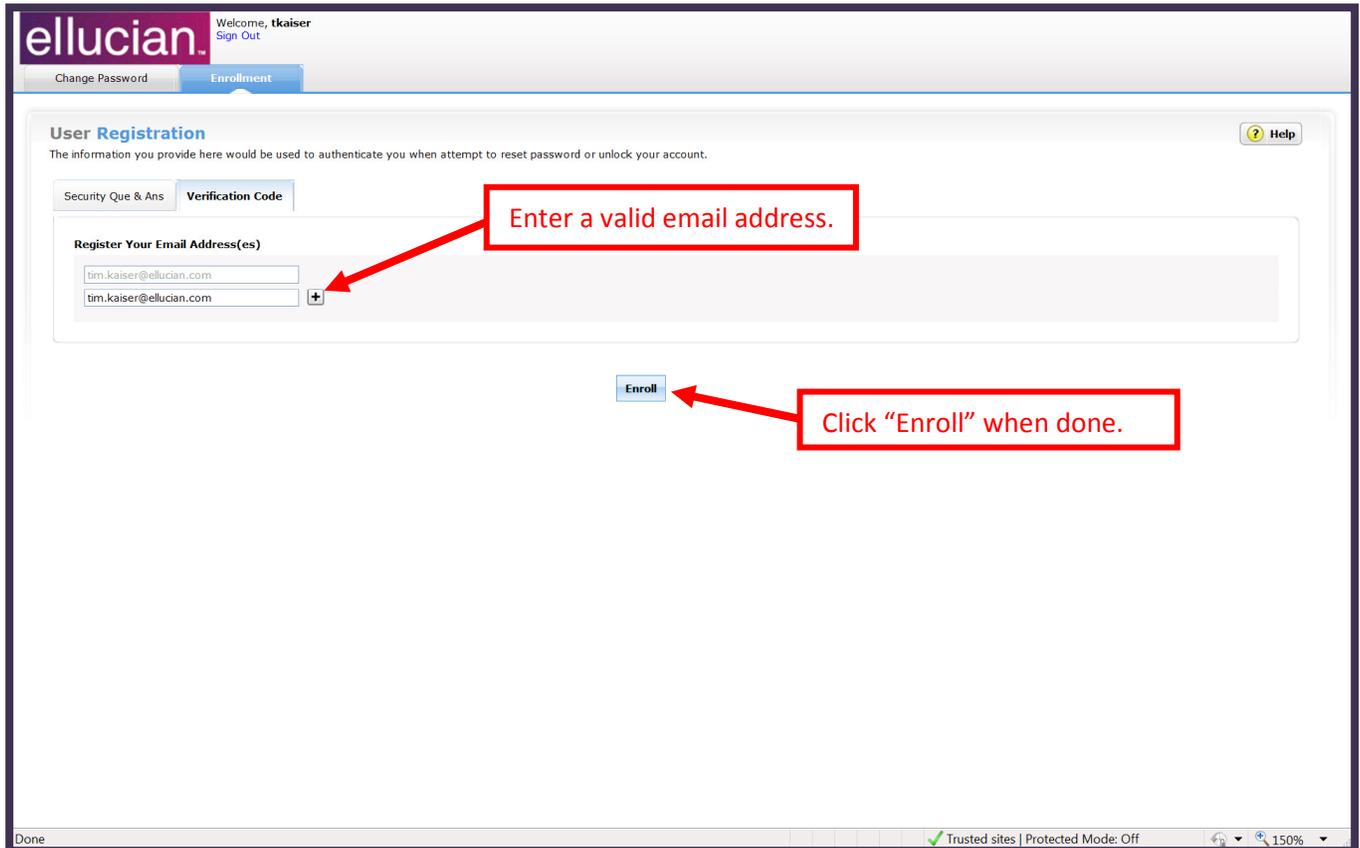
- Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!
- Self-service Account Unlock: Unlock the computer, when you are locked out of it.
- Self-service Directory Update: Update the changes in contact details yourself! And more..

At the bottom, it says 'Enroll now to enjoy these benefits!' followed by a 'Click Here' button. A red callout box with an arrow points to the button with the text: 'Click "Click Here" to continue.'

Step 6: Select questions from the drop down boxes, and enter the answers into the appropriate answer fields:

The screenshot shows the 'ellucian' user registration interface. At the top, there is a navigation bar with 'Change Password' and 'Enrollment' tabs. The main content area is titled 'User Registration' and includes a sub-header 'Security Que & Ans' and a sub-tab 'Verification Code'. A red arrow points from a text box 'Step 2: Click on the Verification Code tab.' to the 'Verification Code' sub-tab. Below this, there is a section for 'Length Specification' and 'Register Your Security Que & Ans'. This section contains two question entries, each with a dropdown menu for selecting a question, an 'Answer' input field, and a 'Confirm Answer' button. A red arrow points from a text box 'Step 1: Select questions and enter answers.' to the first question entry. At the bottom of the form is an 'Enroll' button. The browser's status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of '150%'.

Step 7: Click on the Verification Code tab. Enter an email address. If your password needs to be reset, an email notification with a verification code will be sent to this email address:



Where Do I Go for Help?

"Open a Service NOW (SNOW) Ticket/ Request to ellucian"