



ASAS Password Reset Self Service

Have you **forgotten your ASAS password** or do you **want to change your password** for security reasons? The "Forgot Password" Functionality has been setup on ASAS to allow users to reset their own passwords. The "Change My Password" functionality is also available, once logged in for you to change your password if need arises.

Below is a short guide on how to activate and use your "Forgot Password" as well as how to change your password through the "Password Change" function.

A. Steps for setting up "Forgotten Password" on ASAS

Before you can use the "Forgot Password" functionality on ASAS, you need to setup your password hint questions by following the below steps.

1. First Login to ASAS
2. Then click on <My System Profile>



3. A "General Profile Information: page will open. On this page, make sure the email address is captured correctly.
4. If your email address is not captured correctly, then follow these steps to correct or change it.
 - a. Click on the checkbox under primary email (make sure there is a tick)
 - b. Choose an email type e.g. Work
 - c. Then capture your email address and save.

General Profile Information
Maonyana Candice Motshubi

Password
[Change password](#)
[Change or set up forgotten password help](#)

Personalizations
 My preferred language for PIA web pages is: English
 My preferred language for reports and email is: English
 Currency Code: []
 Default Mobile Page: []

Alternate User
 If you will be temporarily unavailable, you can select an alternate user to receive your routings.
 Alternate User ID: []
 From Date: [] (example:2000/12/31)
 To Date: [] (example:2000/12/31)

Workflow Attributes
 Email User Worklist User
[Miscellaneous User Links](#)

Email

Account	Account Type	Email Address
<input checked="" type="checkbox"/>	Work	motshubicm@ub.ac.bw

IM Information

Protocol	XMPP Domain	UserID	Password
XMPP	[]	[]	[]

5. Then Click <Change or set up forgotten password help>.

General Profile Information
Tshegofatso Tau

Password
[Change password](#)
[Change or set up forgotten password help](#)

Personalizations
 My preferred language for PIA web pages is: English
 My preferred language for reports and email is: English
 Currency Code: BWP
 Default Mobile Page: []

6. Choose a question from the drop down list. Remember, this is the question the system will use to validate you if you need to reset your password in the future.

Change or set up forgotten password help

If you forget your password, you will be asked to answer a question to verify your identity. Enter a question to indicate you.

Question: What is your Favorite Colour?
 What is your Mothers Maiden name?
 []

Select from the list of questions.

Response: []

YOU MAY SELECT YOUR PREFERRED QUESTION

7. Type the response to your question then select <OK>. Your response should not be too complex to remember.

Favorites | Main Menu > My System Profile

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question: What is your favorite colour ?

Select from the list of questions.

Response: BLUE

OK Cancel

ENTER YOUR ANSWER HERE

THEN CLICK OK

- Your “Password Reset Functionality” is now set and ready for use in case you want to reset/change your password in the future.

B. How to use “Fogot Password” to reset your ASAS password

If you happen to forget your ASAS password, do not fret. ASAS has a self service functionality that allows you to reset your password. However, you need to have first activated the “**Forgot Password**” functionality on your profile, as shown in section A above.

Below are steps that you can follow to reset your password.

- Click on <Forgot Your Password> link.

ORACLE
PEOPLESOFT ENTERPRISE

User ID:

Password:

Sign In

[Forgot Your Password?](#)

[Set Trace Flags](#)

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

Campus Test - CS9TST (8.52.05)

2. Type your user ID (employee/ student number)

Operator: 4GOTPASSWORD, System: CS9TST

ORACLE

Home | Sign out

Favorites | Main Menu

New Window | Personalize Page | help

Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID:

Continue

Refresh

3. Then select continue

Operator: 4GOTPASSWORD, System: CS9TST

ORACLE

Home | Sign out

Favorites | Main Menu

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID:

Continue

Refresh

4. Type the response previously setup and then select <Email New Password>, and a password will be sent to your email

Operator: 4GOTPASSWORD, System: CS9PROD

ORACLE

Home | Sign out

Favorites | Main Menu

New Window | Personalize Page | help

Forgot My Password

User ID: 1002535

Email ID: motshubicm@ub.ac.bw

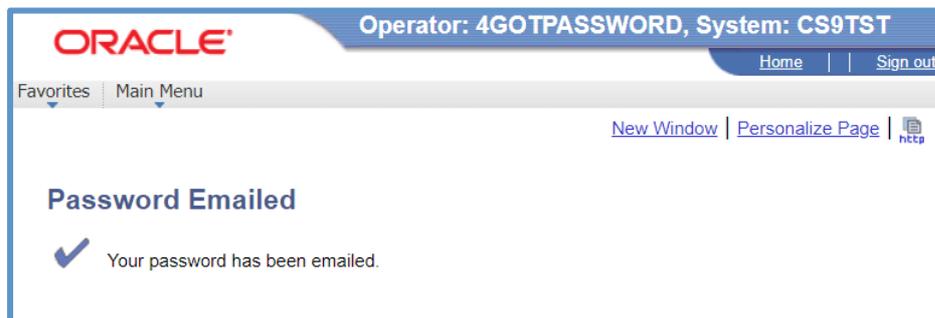
Please answer the following question below for user validation.

Question: What is your Favorite Colour?

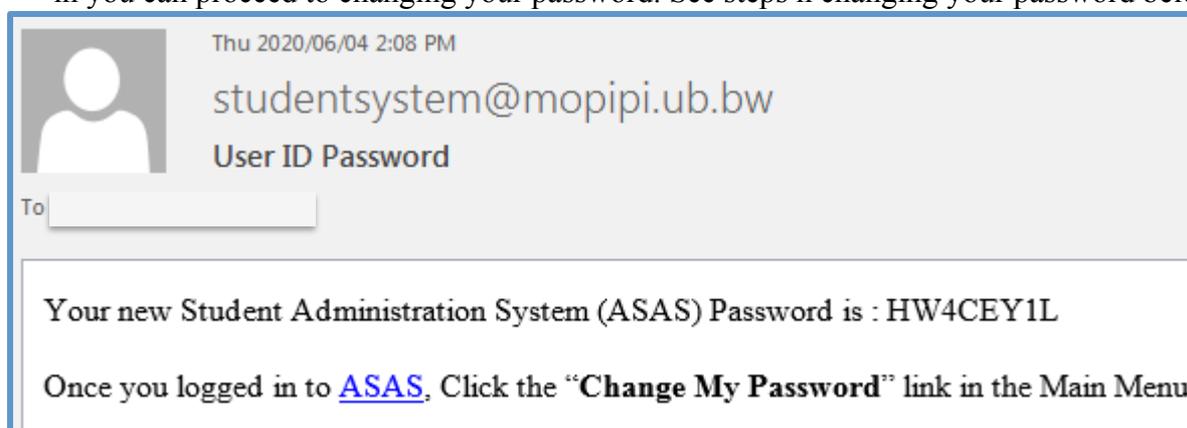
Response:

Email New Password

5. An email will be sent to the account previously setup



6. You will receive an email as indicated below with your new password and once you are logged in you can proceed to changing your password. See steps n changing your password below.



C. How to Change your password

It is usually good practice to change your system passwords periodically. If you want to change your ASAS password, for whatever reason, follow these steps:

1. Once you logged in to ASAS, Click the "Change My Password" link



2. Capture your current password in the indicated field. Then capture your new password, then confirm it at the bottom and then click <change password>.

The screenshot shows the Oracle Change Password interface. At the top left is the Oracle logo. At the top right, a blue banner displays 'Operator: 1002535, System: CS9PROD'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Change My Password'. The main heading is 'Change Password'. The form contains the following fields and labels:

- User ID: 1002535
- Description: Maonyana
- *Current Password:
- *New Password:
- *Confirm Password:

At the bottom left, there is a yellow button labeled 'Change Password'.