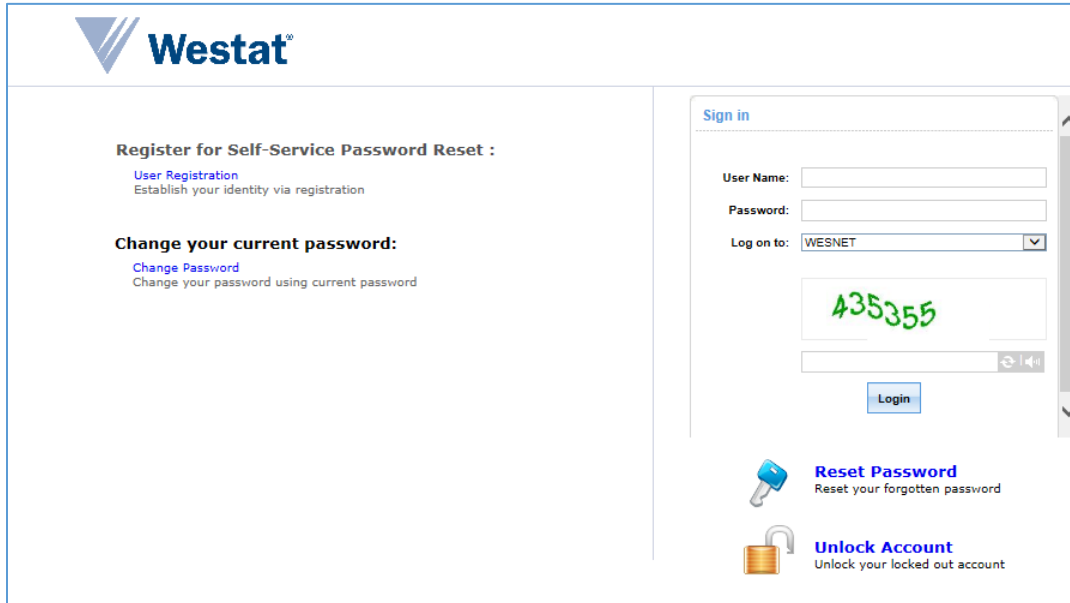


Password Reset Tool

Westat is providing a new and updated password reset tool. After registering your current account(s), you will be able to change your current password, reset your password, and unlock your account.

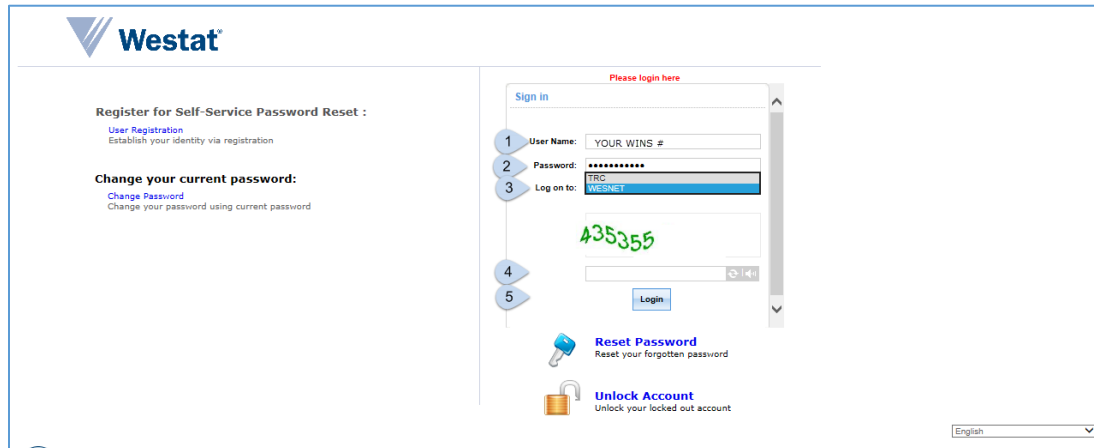
Go to <https://pwrst.westat.com>



The screenshot shows the Westat Password Reset Tool interface. On the left, there are two main sections: "Register for Self-Service Password Reset" with a link for "User Registration" to establish identity, and "Change your current password" with a link for "Change Password" to update the current password. On the right, there is a "Sign in" section with input fields for "User Name", "Password", and a "Log on to" dropdown menu currently set to "WESNET". Below these fields is a CAPTCHA image showing the number "435355" and a "Login" button. At the bottom right, there are two additional options: "Reset Password" (with a key icon) to reset a forgotten password, and "Unlock Account" (with a padlock icon) to unlock a locked account.

USER REGISTRATION

First, you will need to register your account. Click **User Registration** and log in with your current account. Follow the steps outlined below.



The screenshot shows the Westat login page. On the left, there are links for "Register for Self-Service Password Reset" (with sub-links for "User Registration" and "Change Password") and "Change your current password:". On the right, there is a "Sign in" form with fields for "User Name" (containing "YOUR WINS #"), "Password" (masked with dots), and "Log on to:" (a dropdown menu currently showing "WESNET"). A "Login" button is below the form. Below the form are links for "Reset Password" and "Unlock Account". A CAPTCHA "435355" is visible. A language dropdown menu at the bottom right shows "English".

1. Enter your **WINs** number for your User Name.
2. Enter your **current** password.
3. You will need to change the **Log on to** from Wesnet to **TRC**.



The visual guide consists of three numbered steps:

- 1** User Name: YOUR WINS #
- 2** Password:
- 3** Log on to: WESNET (with a blue arrow pointing to the dropdown arrow)
- 3** Log on to: TRC WESNET (with a blue arrow pointing to the TRC option)
- 3** Log on to: TRC

4. Type the security code in the box.

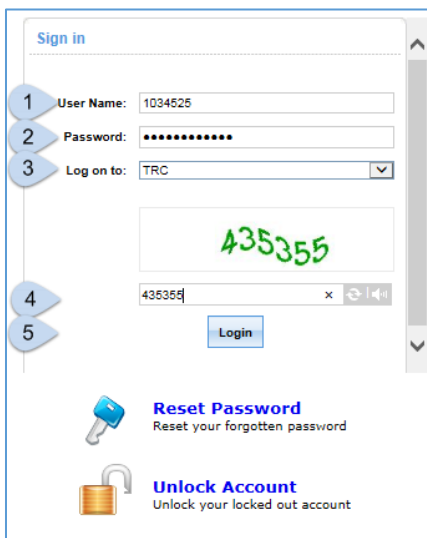


A screenshot of a security code input field. The field contains the code '435355' in green. To the left of the field is a small blue circle with the number '4'. Below the field is a small 'x' icon and a speaker icon.

You can **request** another code or **listen** to the current code if needed.



5. Click **Login**



A screenshot of a 'Sign in' form. The form has five numbered callouts: 1. User Name: 1034525; 2. Password: masked with dots; 3. Log on to: TRC; 4. Security code input field containing '435355'; 5. Login button. Below the form are two links: 'Reset Password' (Reset your forgotten password) and 'Unlock Account' (Unlock your locked out account).

You may see a Welcome message. Click the **Click Here** link to continue.

Welcome! This portal offers you the power of password self-service!



- 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..

Enroll now to enjoy these benefits! [Click Here](#) 

Security Questions

User Registration
The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.

Security Questions

Length Specification

- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

Register Your Security Question & Answer

Question: **1**

Question: **2**

Hide Answer(s) **3**

4

1. Choose a security question from the dropdown menu. Make sure it is a question that you easily can answer.
 - a. When answering this question:
 - i. Your answers will need to be between 5 and 255 characters.
 - ii. Use either all CAPS or all lower case characters.

Security Question examples:

-----Please Select a Question-----

- What is your mother's maiden name ?
- What is the name of your favourite cousin ?
- The country you always dreamt of vacationing in ?
- What is your favourite colour ?
- Who is your childhood hero ?
- What was the name of your elementary / primary school ?
- What is the first name of your eldest nephew/ niece ?
- When is your parents' wedding anniversary ?
- What was your favourite cartoon character during your childhood ?
- What is the first name of your maternal grandmother ?

2. Choose the second security question from the dropdown menu.
3. Unclick **Hide Answer(s)** to ensure that your answers are typed correctly.
4. After confirming that all answers are correct, click **Enroll**.

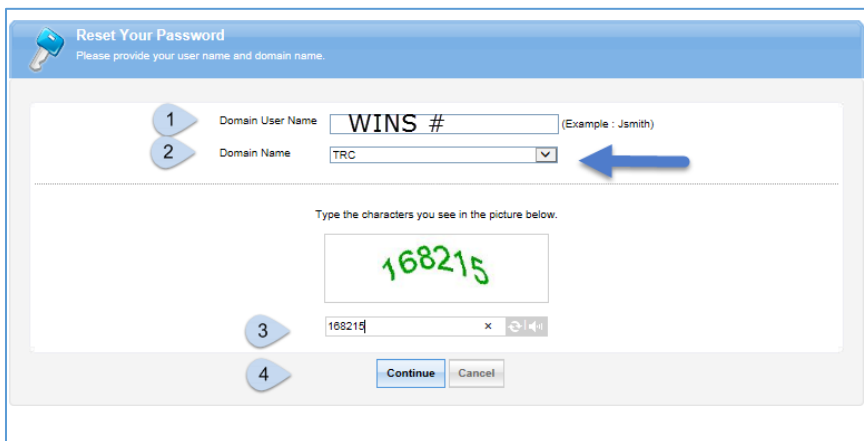
You should see a message that states that you successfully enrolled.

✔ You have successfully enrolled! The information you provided will help us verify your identity if you forget your passwords or get locked out of your account.

RESETTING YOUR PASSWORD

This option should be used if you have **forgotten** your current password.

Click **Reset Password**

 A screenshot of a web form titled "Reset Your Password" with a sub-header "Please provide your user name and domain name." The form contains four numbered steps: 1. "Domain User Name" with a text input field containing "WINS #" and a small note "(Example : Jamith)"; 2. "Domain Name" with a dropdown menu showing "TRC" and a blue arrow pointing to it; 3. "Type the characters you see in the picture below." with a CAPTCHA image showing the number "168215" and a text input field containing "168215"; 4. "Continue" and "Cancel" buttons.

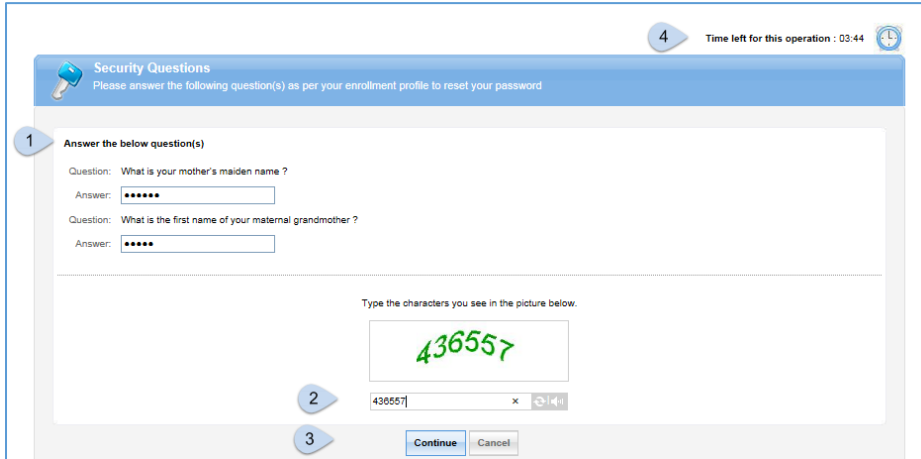
1. Enter your **WINS number** for your Domain User Name.
2. Make sure the Domain Name is set to **TRC**.
3. **Type the characters** you see in the picture.

You can **request** another code or **listen** to the current code if needed.



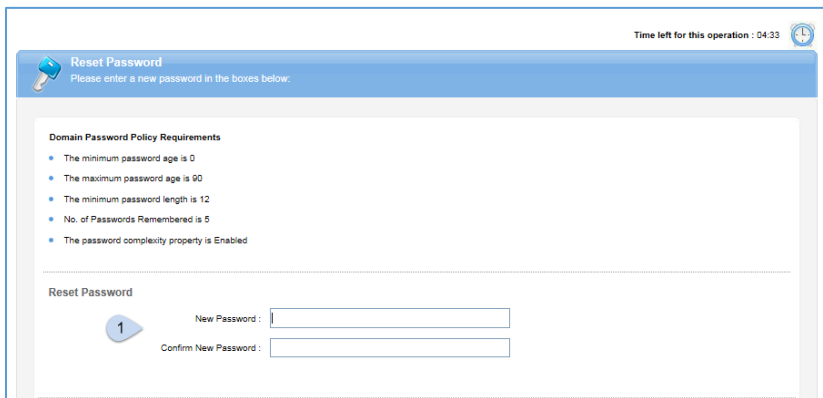
4. Click **Continue**.

Now you need to verify your identity by answering your security questions.



1. **Answer both security questions** you chose when registering. Remember that these answers are case sensitive.
2. **Enter the characters** you see in the picture.
3. Click **Continue**.

Notice that this is a timed screen. This form is time sensitive and **MUST** be completed in the time provided.



1. Type a new password. Remember these passwords requirements:
 - a. **Passwords are case sensitive**, meaning they need to be entered exactly as given to, or developed by you.

b. **Passwords must consist of 12 characters.**

c. **Passwords must contain at least:**

- One capital letter
- One lower case letter
- AND, One number or special character (i.e. \$, &, !)



Type the characters you see in the picture below.

195312

2

3

Reset Password Cancel

2. **Type the characters** in the picture.

3. Click **Reset Password**.