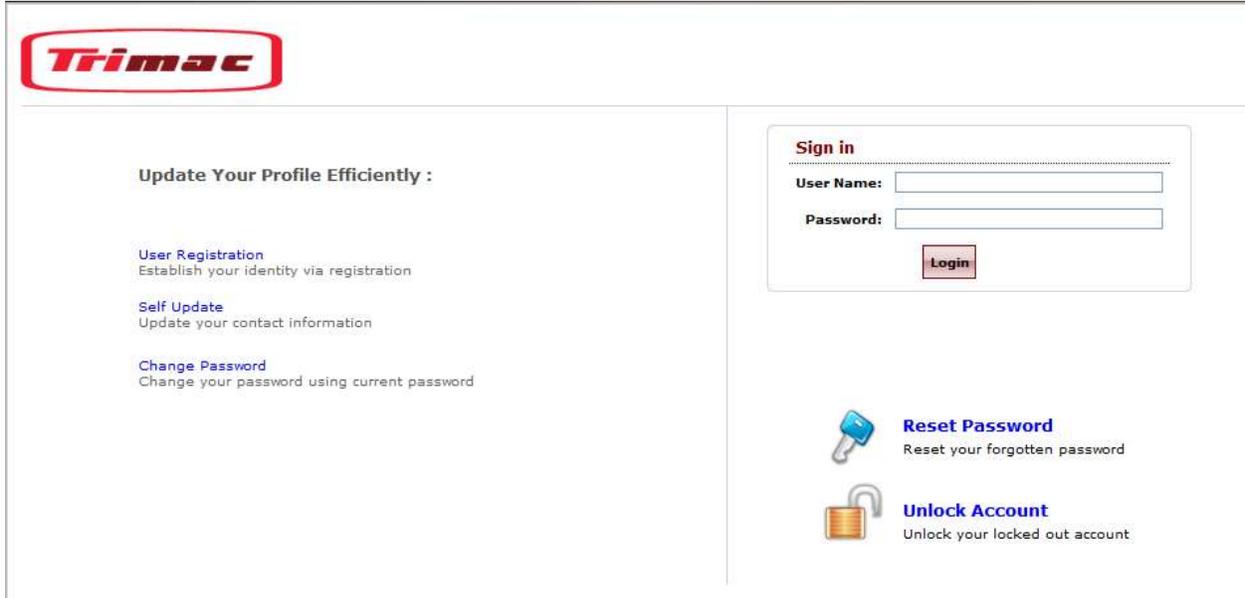


Procedure for Setting Up ADSelfService

1. Open ADSelfService by going to the following URL: <https://fixmylogin.trimac.com>

- The following screen should appear:



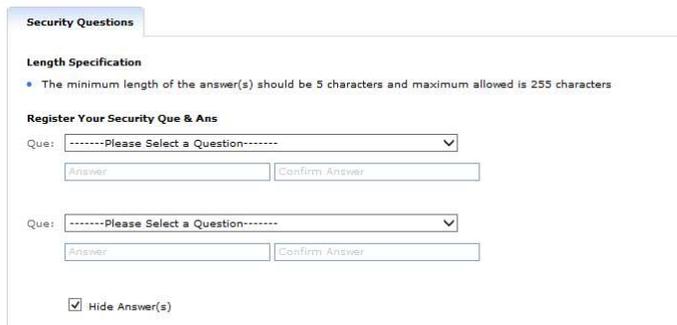
The screenshot shows the Trimac ADSelfService login page. At the top left is the Trimac logo. The main content area is divided into two columns. The left column is titled "Update Your Profile Efficiently :" and contains three links: "User Registration" (Establish your identity via registration), "Self Update" (Update your contact information), and "Change Password" (Change your password using current password). The right column is titled "Sign in" and contains a "User Name:" input field, a "Password:" input field, and a "Login" button. Below the "Sign in" section are two links: "Reset Password" (Reset your forgotten password) and "Unlock Account" (Unlock your locked out account).

2. Enter your username and password under where it says "Sign in". **Your username and password will be your Trimac login information.**
3. You will be prompted to enroll your account. The following window should appear.



The screenshot shows a welcome message box with a blue header that reads "Welcome! This portal offers you the power of password self-service!". Below the header is a list of three bullet points: "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.", and "Self-service Directory Update: Update the changes in contact details yourself! And more..". At the bottom of the box, there is a link that says "Enroll now to enjoy these benefits: [Click Here](#)". The "Click Here" link is highlighted with a red box.

4. You will be prompted to setup security questions for your account. These questions will add extra protection to prevent any unwanted access to your account. You will need to setup two questions and answers. The following screen should appear:



The screenshot shows the "Security Questions" setup screen. It has a title "Security Questions" and a "Length Specification" section that states: "The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters". Below this is a section titled "Register Your Security Que & Ans" with two identical question entries. Each entry consists of a "Que:" dropdown menu (with "Please Select a Question" as the placeholder), an "Answer" input field, and a "Confirm Answer" input field. At the bottom of the screen, there is a checkbox labeled "Hide Answer(s)" which is checked.

[Enroll](#)

5. Once completed, click “Enroll” (in the red box in the screenshot above).
6. You have now successfully enrolled. If you forget your password, you will be able to reset it using these security questions.