## **Help Document**





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#### 1.How to login to the Credential Administrator Portal

Access URL in Browser and enter the login credentials using employee ID and password along with corresponding Domain to login.

wipro holmes				wipro
	holme	es end point solution	1	
	Cr	redential Administrator	-	
	Please Enter your AD ID an password, Set your new	d Password (Do not prefix with "Domain\") in order to v PIN, change the Auto Generate PIN and edit GAL pi	change your roperties.	
	L User ID	)		
	Passwo	ord		
	Select	Domain	•	
	C English	1	•	
	Session Expired	d.Please login again.		
		Login		
Account unlock and P	assword reset	SAP Account Unlock and F	Password Reset	User Guide

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## 2. Mandatory Account Registration for new user

**Step1:** For New user, once login , users will get below screen asking them to register themselves by setting PIN, Secret question & answer. Once click on ok, will be navigated to Home page.



Using "Account Registration" menu or "Auto Generate PIN" and "Set Secret questions and Answers" buttons users can register themselves.

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Welcome Shahrukh Ahmed Last login: 6/1/2017 12:20:35 PM | Logout holmes end point solution Credential Administrator Account Registration > Gal > English Home Password Help Auto Generate PIN Change PIN Set Secret Question & Answers GAL Modification Change Password **0**≡ **Recent Activities** SN Activities Performed Date Time 6/1/2017 10:53:51 AM Change Password 1

**Step2:** Click on "Auto Generate PIN" image in Home page to generate new PIN number. PIN number will be displayed as a pop up message with expiry date as 30 days. Auto generated PIN should be taken to change PIN as users choice

Welcome Shahrukh Ahmed	Last login: 6/1/2017 1	2:20:35 PM   Logout
holmes end point solution Credential Administrator		wipro
Home Account Registration ► Gal ► Password ► Help ►	English	T
Info! Your new Pin number is 281. Your pin will be expired in 5Days		
Account Registration > Autogenerate PIN Number		
	Autogenerate	Close

### **Change PIN**

Click on "Change PIN" button in Home page to change PIN as of users choice. Enter Current PIN Number which was auto generated and then New PIN Number and click on Reset

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Icome Shahrukh Ahmed	Last login: 6/1/2017 12:20:35 PM   Logou
nolmes end point solution Credential Administrator	wipro
ome Account Registration ► Gal ► Password ► Help ►	English
ccount Registration > Change PIN Number	
Enter Pin	
Enter Pin Current PIN Number  New PIN Number	

### Set Secret Question and Answer

Click on "Set Secret Question and Answers" image in Home page to set answers for default secret questions. Secret questions cannot be set with duplication

Welcome Shahrukh Ahmed					L	.ast login: 6/1/2017 1	2:20:35 PM   Logout
holmes end point solu Credential Administrator	ition						wipro
Home Account Registration	Gal 🕨	Password •	Help 🕨			English	*
Account Registration > Secret	Questic	on&Answer					
Enter Question & Answer							
AD First Name?	•	•••••		]			
Sur Name?	•			]			
Pet Name?	•	···		]			
Same question cannot be selec	cted more	e than once		J	(	Save	Close
Wipro Limited			Confider	ntial Document			Page 6 of 17
							Logo

# **3.Account Unlock/Password Reset**

Click on "Password Reset/Expiry" in login page to reset the password using PIN mechanism.

	Moonsho.	
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	holmes end point solution	
	Credential Administrator	
	Please Enter your AD ID and Password (Do not prefix with "Domain") in order to change your password, Set your new PIN, change the Auto Generate PIN and edit GAL properties.	
	L User ID	
	Password	
	Select Domain	
	Ce English •	
	Login	
	re you registered user? If No, login to register yourself for using Password Reset, Account Unlock option.	
Account unlock and	Password reset SAP Account Unlock and Password Reset	User Guide

# **Step1:** Enter User Id and captcha image details and click on verify to proceed further

🗋 Credential Administrat	or - Account Unlock - Google Chrome	_		×
localhost:60696/MS	elfHelp/AccountUnlockAndPassReset.aspx			
_ogin > Account Unlo	ck			Î
User Details				
Domain	fixomatic •			
User ID	shah			- 1
Enter Image Text	199234			- 1
	199234 🕤			
	Verify	Clea	r	
4				+

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Credential Administrator: Acco	ount Unlock / Passw	vord Reset - Google	Chr	- 0	×
localhost:60696/MSelfHelp	/AccountUnlock	AndPassReset.a	spx		
gin > Account Uniock					
Pin Details					
		-			
PIN .					
				Validat	e
				Validat	e
				Validat	e
				Validat	e

#### **Step2:** Enter PIN number and click on validate

# Step3: Enter answer for randomly generated secret question and click on validate

Credential Administrate	r: Account Unlock / Password Reset - Google Chr 🗕 🛛 🗙
localhost:60696/MSe	elfHelp/AccountUnlockAndPassReset.aspx
_ogin > Account Unloc	ck
Answer the Below	Question(s)
Second Name?	
Sur Name?	•••
College Name?	••••••
	Validate
4	•







🗋 Credential Administrator: Account Unlock / Password Reset - Google Chr – 🛛	×
Iocalhost:60696/MSelfHelp/AccountUnlockAndPassReset.aspx	
Password Reset Details	4
New Password	
Reset Password Password must meet all the following criteria: 1. It must be at least 8 characters. 2. It should not have been used in previous five old passwords. 3. It should not have been changed within last one day. 4. It should not contain your account name or full name.	
<ul> <li>5. It must contain at least three of the following four character groups:</li> <li>a) English uppercase characters (A through Z).</li> <li>b) English lowercase characters(a through z).</li> </ul>	
	•

### **Step4:** Enter New Password and Confirm Password and click on Reset.

🗅 Credential Administrator: Account Unlock / Password Reset - Google Chr 🦳 —	$\times$
Iocalhost:60696/MSelfHelp/AccountUnlockAndPassReset.aspx	
Info! Your password is successfully reset.	
Your password is successfully reset. Please close the window.	

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## **4.GAL Modification**

**Steps:** Click on "GAL Modification" in Home page and click on edit button to edit details in GAL modification page. Modify the details and click on update button

Welcome Shahrukh Ahmed	Last login: 6/12/2017 3:50:58 PM   Logout
holmes end point solution Credential Administrator	wipro
Home Account Registration > Gal > Password > Help >	English 🔻
Gal> Gal Modification	
User Account Expiry Details Account Expire Never   Password Expire 7/24/2017 4:05:32 PM	
Personal Details	
First Name Shahrukh Initial	
Last Name Ahmed Display Name Shahrukh Ahmed	
Company Department	
Address Details	
Address Office	
City State/Province	
Zip/Postal Code Country/Region UNITED STATES T	
Contact Details	
Business Phone Fax	
Mobile +1 Home Phone	
	Edit Close

### **Change Password**

Click on "Change Password" button in Home page to change the password. Enter Current Password, New Password and Confirm Password same as New Password and click on change



### **5.DL MODIFICATION**

### **Steps1:** Go to Menu and Click on DL Modification

holmes end Credential	point solution Administrator			wipro
Home Account F	egistration ► Gal ► Management ► Password ► Help ►		English	۲
Management > D	Modification			
Add/Remove M	lembers			
Group	Select Group			
				Close
Steps 2 : S	Select Group from Group			
holmes end <sub>Credential</sub>	point solution Administrator			wipro
Home Account F	Registration ► Gal ► Management ► Password ► Help ►		English	T
Management > D	LModification			
A	Aurola and			
Group	DLmodificationTest			
Members	account4 Test CA1 Test CA3 Test ca4			
User	Select User			
		Add Members	Remove Membe	Close

### Add Members:

**Steps 3:** Select User from User and click on Add Members to add the user to Group.

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Home	Account Registration	Gal	Management •	Password	Help		English	•
Manage	ment > DI Modificatio	0						
Add	/Pemove Members							
Add	Group DLmodification	onTest	$\supset$					
	Members Test CA1 Test CA3 Test ca4		*					
	User Select User	$\supset$	•			n		
						Add Members	Remove Membe	Close

### Remove Members:

**Steps 3:** Select the members from Members and click on Remove Members to remove the members from the group

Home Account Registration	Gal ► Management ►	Password ► Help ►		English	۲
Management > DLModification	n				
Add/Remove Members					
Group DLmodificat account4 Members Test CA1 Test CA3 Test ca4 User Select User	ionTest		Add Members	Remove Membr	Close
Renew Account: Steps 1: Select R	eportee from F	Reportee			
Home Account Registration >	Gal ► Management ►	Password ► Help ►		English	•
Managements, Daraus Assoc					
Renew Account for expired	IUsers.				
Renew Account Details					
Reportee Current Account Expiry Date	Test CA3 Never	•			Close
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me Account Registration ► Gal ► Man	agement ► Password ► Help ►	English	
nagement > Renew Accounts			
Renew Account for expired Users.			
Renew Account Details			
Reportee Test CA3	T		
Current Account Expiry 7/1/2017 12:00	.00 AM		
Account Expiry Date			
		Renew	Close
me Account Registration Gal Man	agement Password Help	English	
Success! Selected account renewed s	successfully		
hagement > Renew Accounts			
enew Account for expired Users.			
Renew Account Details			
Reportee Select Reporte	e 🔹		
Current Account Expiry			
		Renew	Close
nro Limited	Confidential Document	t	Page 12 o
			Incore

### Steps 2: Select Account Expiry Date and Click on Renew

# 6.SAP Account Unlock/Password Reset

Click on "Password Reset/Expiry" in login page to reset the password using PIN mechanism.

wipro holmes				wipro
	holm	nes end point solut Credential Administrator	tion	
	Please Enter your AD ID password, Set your	) and Password (Do not prefix with "Domain\") in new PIN, change the Auto Generate PIN and ed	order to change your it GAL properties.	
	Pas:	r ID sword		
	Sel	ect Domain Jlish	•	
	Session Exp	vired.Please login again.		
Ar	e you registered user? If No, logi	in to register yourself for using Password	Login Reset, Account Unlock option.	
Account unlock and F	Password reset	SAP Account Unlock	and Password Reset	User Guide

# **Step1:** Enter User Id and captcha image details and click on verify to proceed further

SAP - Account Unlock /	Password Reset - Google Chrom	e	_		$\times$
Iocalhost:60696/SAP,	/SAPAccountUnlockPasswor	dReset.aspx			
ogin > Account Unioc	:к				
User Details					
User ID	test1				
Enter Image Text	233334				
	233737				
		Verify	-	Clear	
					•

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### **Step2:** Enter PIN number and click on validate

🗋 Credential Administrator - Google Chrome	—		$\times$
O localhost:60696/SAP/SAPAccountUnlockPasswordReset.aspx			
_ogin > Account Unlock			
OTP Details			
PIN •••			
		Validate	
4			Þ

# Step3: Enter answer for randomly generated secret question and click on validate

🖺 Credential Administrator - Google Chrome	_		$\times$
Iocalhost:60696/SAP/SAPAccountUnlockPasswordReset.aspx			
ogin > Account Unlock			
Answer the Below Question(s)			
SAP Sur Name? •••			
SAP College Name?			
SAP Second Name? •••••			
	· · · · · · · · · · · · · · · · · · ·	Validate	

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### **Step4:** Click on Reset Password button.

🗅 Credential Administrator - Google Chrome			_		$\times$
localhost:60696/SAP/SAPAccountUnlockPasswordReset.as	рх				
_ogin > Account Unlock					
Password Reset Details					
Your account is not locked					
	[	Res	et Pass	sword	

🕒 Credential Administrator - Google Chrome	—	$\times$
Iocalhost:60696/SAP/SAPAccountUnlockPasswordReset.aspx		
Info! Your password is successfully reset.		

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### **Change Password**

Click on "Change Password" button in Home page to change the password.

And Click on change on redirected screen.

Welcome test1	Last login: 6/12/2017 3:28:39 PM   Logout
holmes end point solution Credential Administrator	wipro
Home Account Registration ► Gal ► Password ► Help ►	English
Password > Change Password	
	Change Close

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