## **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.

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	holm	es end point s	olution	
	(	Credential Administra	itor	
		and Password (Do not prefix with "Don ew PIN, change the Auto Generate PIN		
	1 User	ID		
	Pass	word		
	Sele	ct Domain	•	
	📀 Engl	sh	¥	
			Login	
	Are you registered user? If No, login	to register yourself for using Pas	sword Reset, Account Unlock option.	
Account unlock and	Password reset	SAP Account U	nlock and 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.

Welcome test1				Last login: 6/12/2	017 3:18:43 PM   Logout
holmes end point Credential Administ					wipro
Home Account Registration	on ► Password ► Help	•		Engli	sh 🔻
Info! Please register	your account by setting	the Secret Answ	er and Pin Number		
	Auto Generate PIN	Change PIN	Set Secret Question & Answers	Change Password	
			0	B	

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

Welcome				Last login: 6	5/12/2017 3:18:43 PM   Logout
holmes end point so Credential Administra					wipro
Home Account Registration	Password He	lp ▶		l	English v
	Auto Generate PIN	Change PIN	Set Secret Question & Answers	Change Password	
	R.		8	A	
		Recent	Activities		
	SN	Activities Performed	Date Time		
	1	Secret Question	6/12/2017 2:56:53	3 PM	
	2	Emailed New Pin	6/12/2017 2:53:01	1 PM	
	3	Secret Question	6/12/2017 2:51:21	1 PM	
	4	Emailed New Pin	6/12/2017 2:46:25		
	5	Emailed New Pin	6/12/2017 2:43:04	1 PM	
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					Logo

**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 test1	Last login: 6/12/2017 3:18:43 PM   Logout
holmes end point solution Credential Administrator	wipro
Home Account Registration ► Password ► Help ►	English
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

Welcome		Last login: 6/12/2017 3:18:43 PM   Logout
holmes end point solution Credential Administrator		wipro
Home Account Registration ► Password ► Hel	lp ►	English
Account Registration > Change PIN Number		
Enter Pin		
Current PIN Number		
		Reset Close
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		Logo

### 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 test1			Last login: 6/12/2017	3:20:23 PM   Logout
holmes end point solur Credential Administrator	tion			wipro
Home Account Registration	Password ► Help ►		English	•
Account Registration > Secret	Question&Answer			
Enter Question & Answer				
SAP Pet Name?	•			
Select Question	•			
Select Question	<b>v</b>			
Select Question	•			
Select Question	•			
Same question cannot be selec	ted more than once		Save	Close

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# 3.SAP Account Unlock/Password Reset

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

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	holm	nes end point so Credential Administra		
	password, Set you	D and Password (Do not prefix with "Dom new PIN, change the Auto Generate PIN		
		er ID Isword		
		lect Domain glish	T	
	Session Ex	pired.Please login again.		
	Are you registered user? If No, log	in to register yourself for using Pas	Login sword Reset, Account Unlock option.	
Account unlock and	Password reset	SAP Account U	nlock and Password Reset	User Guide

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

SAP - Account Unlock /Pas	sword Reset - Google Chrome		—		$\times$
localhost:60696/SAP/SA	APAccountUnlockPasswordR	eset.aspx			
ogin > Account Unlock					
User Details					
User ID te	est1				
Enter Image Text 2	33334				
	33334				
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				
		Verify		Clear	
4					Þ
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#### **Step2:** Enter PIN number and click on validate

Credential Administrator - Google Chrome	—		$\times$
Iocalhost:60696/SAP/SAPAccountUnlockPasswordReset.aspx			
Login > Account Unlock			
OTP Details			
		Validate	
4			► F

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

🗅 Credential Administrator - Google Chrome		—		$\times$
Iocalhost:60696/SAP/SAPAccountUnlockPage	asswordReset.aspx			
ogin > Account Unlock				
Answer the Below Question(s)				
SAP Sur Name?				
SAP College Name?				
SAP Second Name?				
		Va	alidate	

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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 Pase	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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