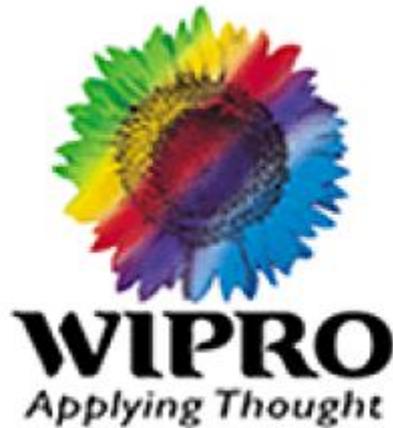


# Credential Administrator

## Help Document



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# Credential Administrator

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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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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.

User ID

Password

Select Domain

English

Session Expired. Please login again.

Login

Are 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



## 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.

The screenshot displays the user interface for the Credential Administrator. At the top, a blue header bar shows the user's name 'Welcome Shahrukh Ahmed' and the last login time '6/1/2017 12:20:35 PM' with a 'Logout' link. Below this, the 'holmes end point solution' logo and 'Credential Administrator' text are on the left, and the 'wipro' logo is on the right. A navigation bar contains 'Home', 'Account Registration', 'Gal', 'Password', and 'Help' menus, along with a language dropdown set to 'English'. An information box states: 'Info! Please register your account by setting the Secret Answer and Pin Number'. Below this are five buttons: 'Auto Generate PIN', 'Change PIN', 'Set Secret Question & Answers', 'GAL Modification', and 'Change Password', each with a corresponding icon. At the bottom, a 'Recent Activities' table shows a single entry.

Recent Activities		
SN	Activities Performed	Date Time
1	Change Password	6/1/2017 10:53:51 AM

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



# Credential Administrator

Welcome Shahrugh Ahmed Last login: 6/1/2017 12:20:35 PM | Logout

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Home Account Registration > Gal > Password > Help > English

Auto Generate PIN



Change PIN



Set Secret Question & Answers



GAL Modification



Change Password



**Recent Activities**

SN	Activities Performed	Date Time
1	Change Password	6/1/2017 10:53:51 AM

**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 Shahrugh Ahmed Last login: 6/1/2017 12:20:35 PM | Logout

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Credential Administrator 

Home Account Registration > Gal > Password > Help > English

**Info!** Your new Pin number is 281. Your pin will be expired in 5Days

Account Registration > Autogenerate PIN Number

AutogenerateClose

## 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



# Credential Administrator

Welcome Shahrulk Ahmed Last login: 6/1/2017 12:20:35 PM | Logout

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Home Account Registration > Gal > Password > Help > English

Account Registration > Change PIN Number

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 Shahrulk Ahmed Last login: 6/1/2017 12:20:35 PM | Logout

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Home Account Registration > Gal > Password > Help > English

Account Registration > Secret Question&Answer

Enter Question & Answer

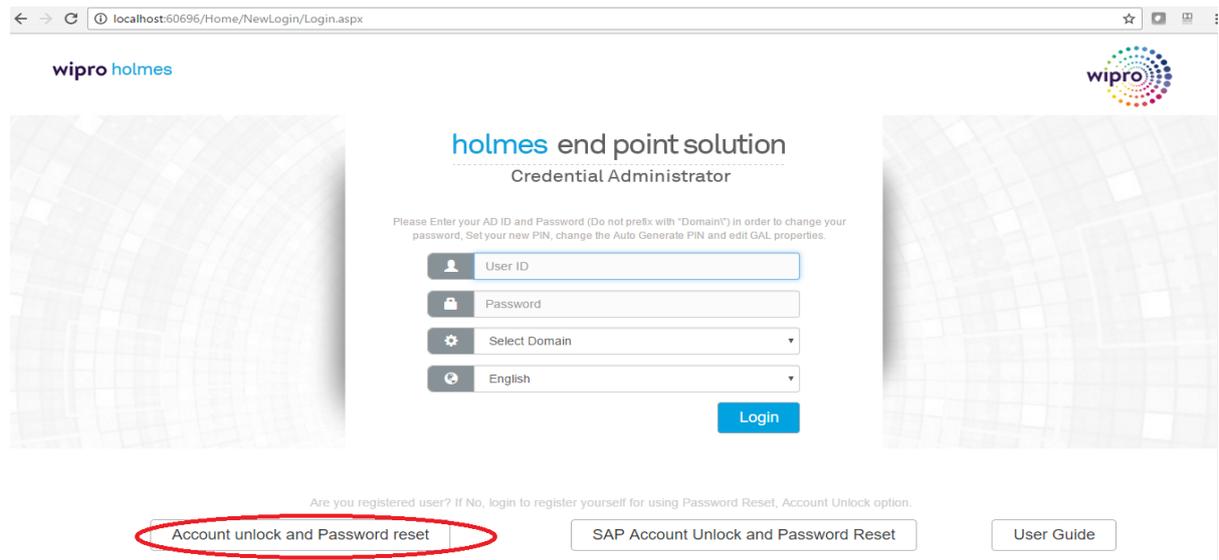
AD First Name? ▾	<input type="password" value="...."/>
Second Name? ▾	<input type="password" value="....."/>
Sur Name? ▾	<input type="password" value="..."/>
Pet Name? ▾	<input type="password" value="..."/>
College Name? ▾	<input type="password" value="....."/>

Same question cannot be selected more than once

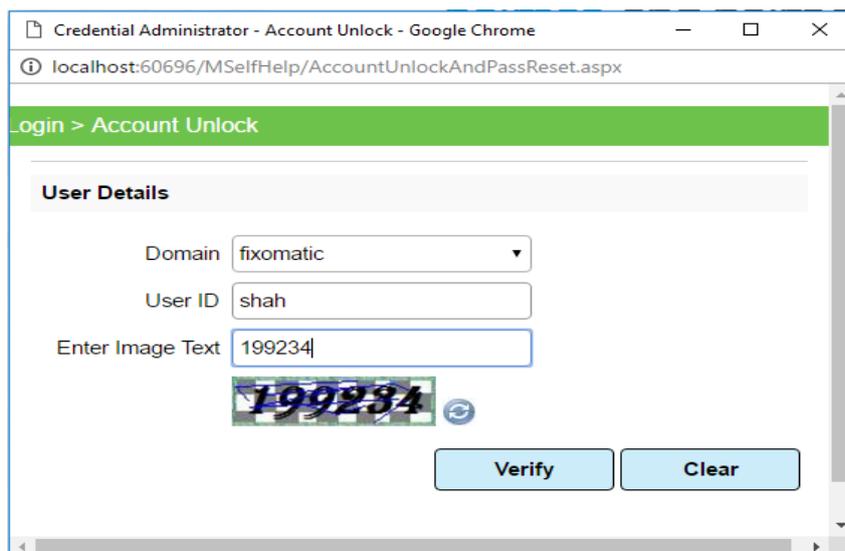


### 3.Account Unlock/Password Reset

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



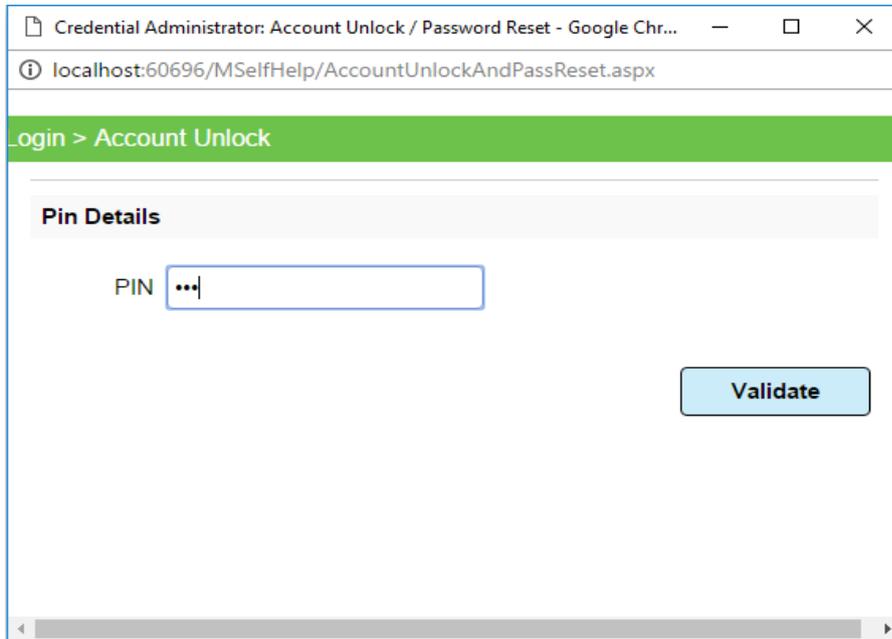
**Step1:** Enter User Id and captcha image details and click on verify to proceed further



## Credential Administrator

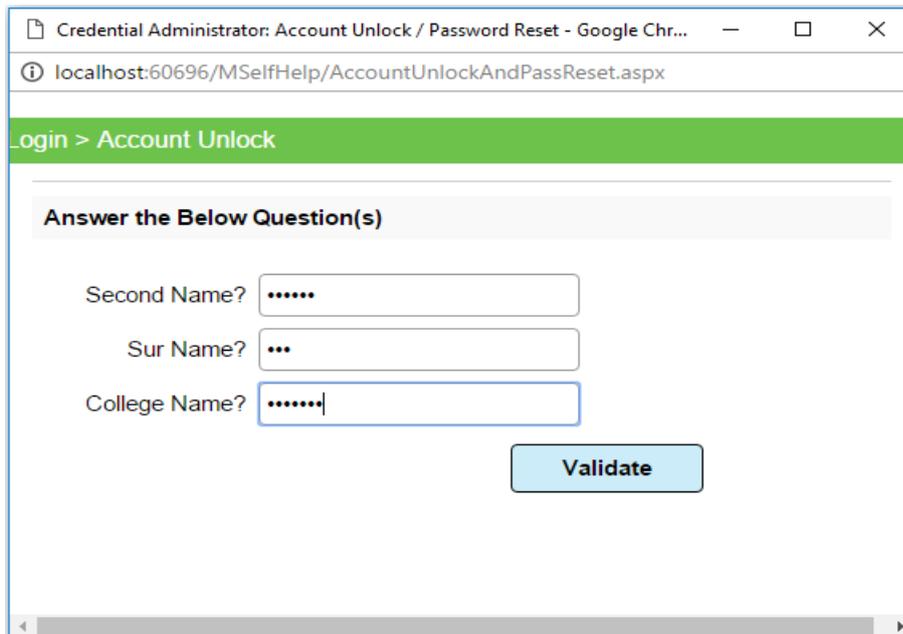
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### Step2: Enter PIN number and click on validate



The screenshot shows a web browser window with the title "Credential Administrator: Account Unlock / Password Reset - Google Chr...". The address bar displays "localhost:60696/MSelfHelp/AccountUnlockAndPassReset.aspx". A green navigation bar contains "Login > Account Unlock". Below this, a section titled "Pin Details" contains a text input field labeled "PIN" with three dots and a cursor. To the right of the input field is a blue "Validate" button.

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



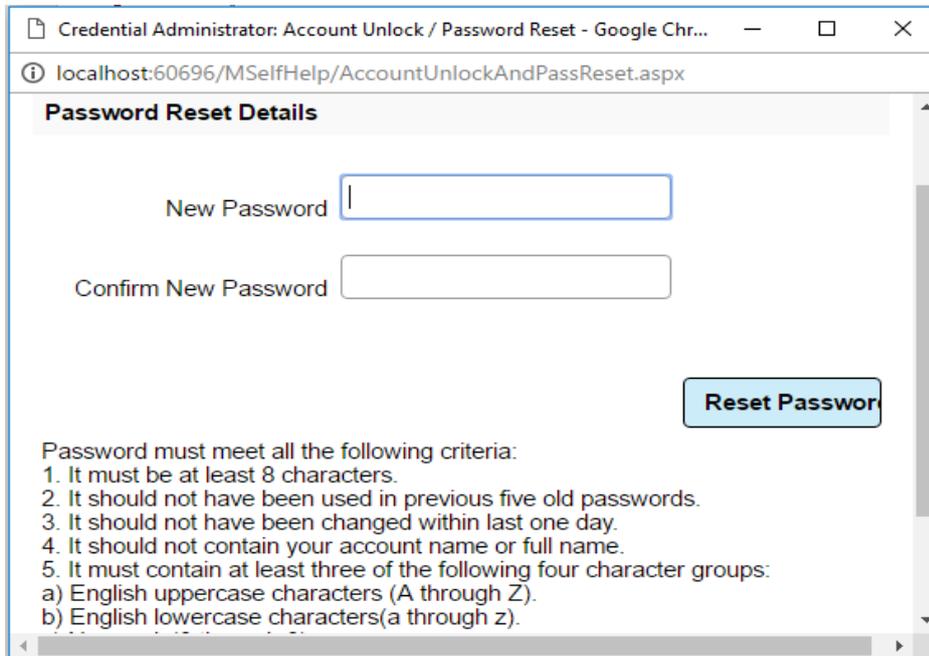
The screenshot shows the same web browser window as in Step 2. The address bar and navigation bar are identical. The main content area is titled "Answer the Below Question(s)" and contains three text input fields: "Second Name?" with six dots, "Sur Name?" with three dots, and "College Name?" with six dots and a cursor. A blue "Validate" button is positioned below the input fields.



## Credential Administrator

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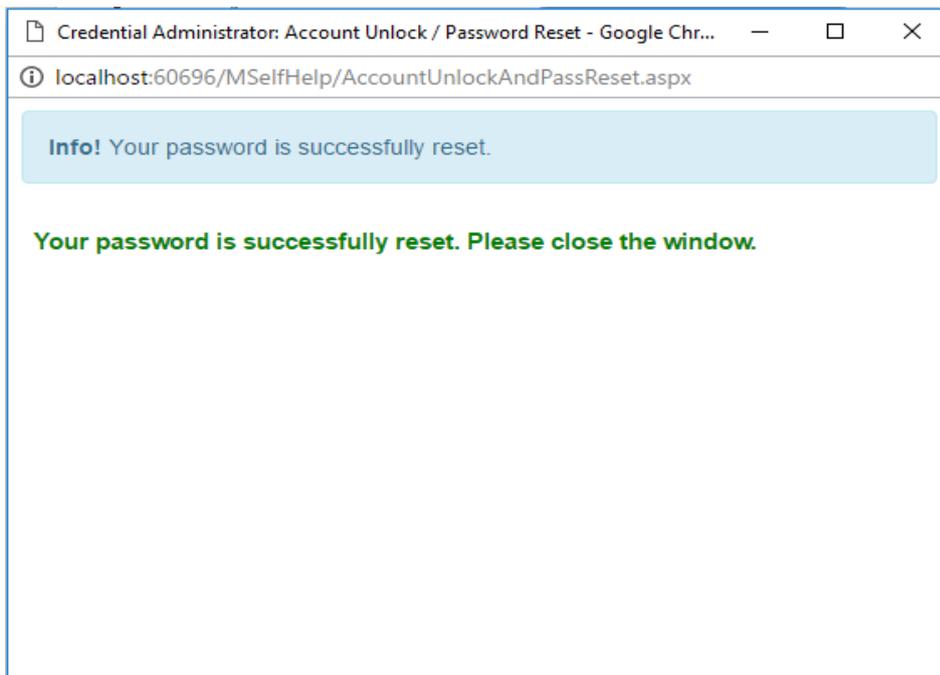
**Step4:** Enter New Password and Confirm Password and click on Reset.



The screenshot shows a browser window titled "Credential Administrator: Account Unlock / Password Reset - Google Chr...". The address bar shows "localhost:60696/MSelfHelp/AccountUnlockAndPassReset.aspx". The page content includes a section titled "Password Reset Details" with two input fields: "New Password" and "Confirm New Password". A "Reset Password" button is located to the right of the input fields. Below the input fields, there is a list of password criteria:

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.
5. It must contain at least three of the following four character groups:
  - a) English uppercase characters (A through Z).
  - b) English lowercase characters(a through z).



The screenshot shows the same browser window after the password reset. A blue information box at the top contains the text: "Info! Your password is successfully reset." Below this, a green message states: "Your password is successfully reset. Please close the window."



## 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 Shahrulk Ahmed Last login: 6/12/2017 3:50:58 PM | Logout

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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	<input type="text" value="Shahrulk"/>	Initial	<input type="text"/>
Last Name	<input type="text" value="Ahmed"/>	Display Name	<input type="text" value="Shahrulk Ahmed"/>
Company	<input type="text"/>	Department	<input type="text"/>

**Address Details**

Address	<input type="text"/>	Office	<input type="text"/>
City	<input type="text"/>	State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>	Country/Region	<input type="text" value="UNITED STATES"/>

**Contact Details**

Business Phone	<input type="text"/>	Fax	<input type="text"/>
Mobile	<input type="text" value="+1"/>	Home Phone	<input type="text"/>

## 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

Welcome Shahrulk Ahmed Last login: 6/12/2017 3:50:58 PM | Logout

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Home Account Registration Gal Password Help English

**Password > Change Password**

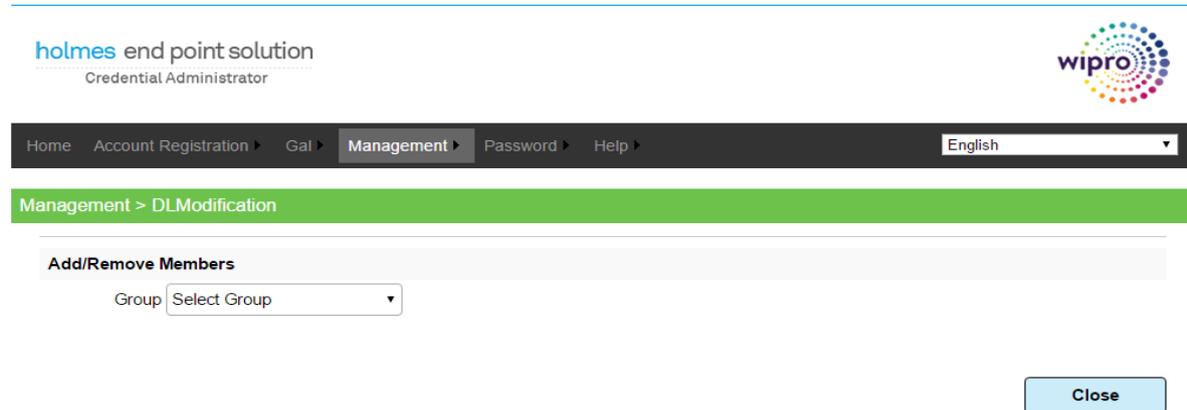
**Change Password Details**

Current Password	<input type="text"/>	<b>Password must meet all the following criteria:</b> 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. 5. It must contain at least three of the following four character groups: a) English uppercase characters (A through Z). b) English lowercase characters(a through z). c) Numerals(0 through 9). d) Non-alphabetic characters(such as !,S,#,%). 6.Type a password which meets above requirements in both text boxes.
New Password	<input type="text"/>	
Confirm New Password	<input type="text"/>	

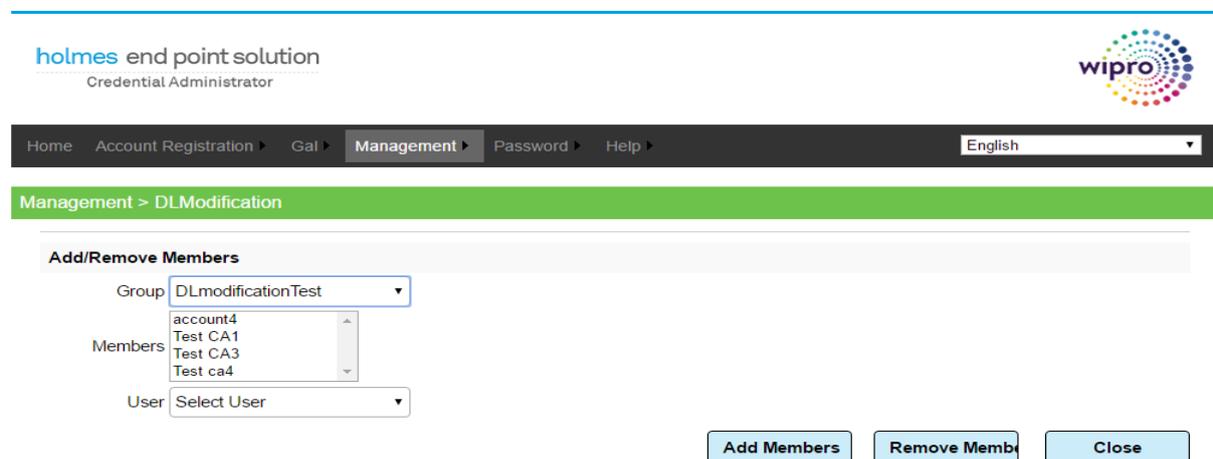


## 5.DL MODIFICATION

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



### Steps 2 : Select Group from Group

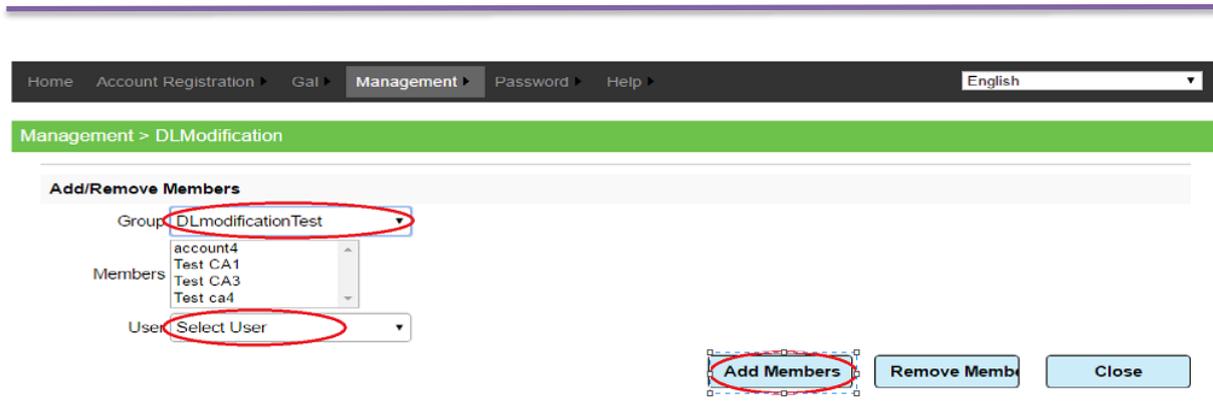


### Add Members:

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

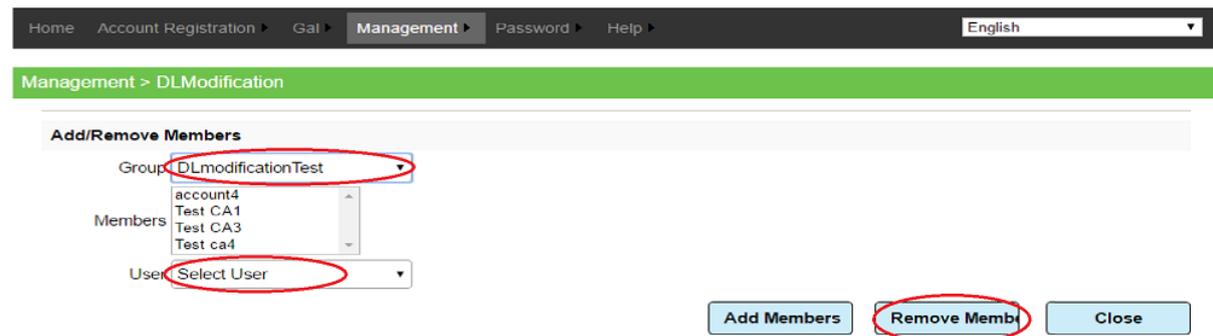


# Credential Administrator



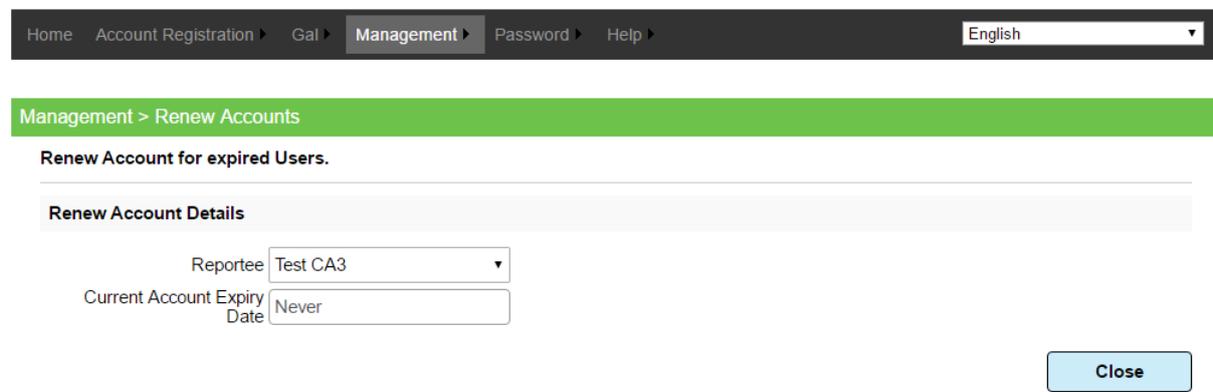
## Remove Members:

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



## Renew Account:

**Steps 1:** Select Reportee from Reportee



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

Home Account Registration > Gal > Management > Password > Help > English

Management > Renew Accounts

Renew Account for expired Users.

Renew Account Details

Reportee Test CA3

Current Account Expiry Date 7/1/2017 12:00:00 AM

Account Expiry Date

Home Account Registration > Gal > Management > Password > Help > English

Success! Selected account renewed successfully

Management > Renew Accounts

Renew Account for expired Users.

Renew Account Details

Reportee Select Reportee

Current Account Expiry Date

