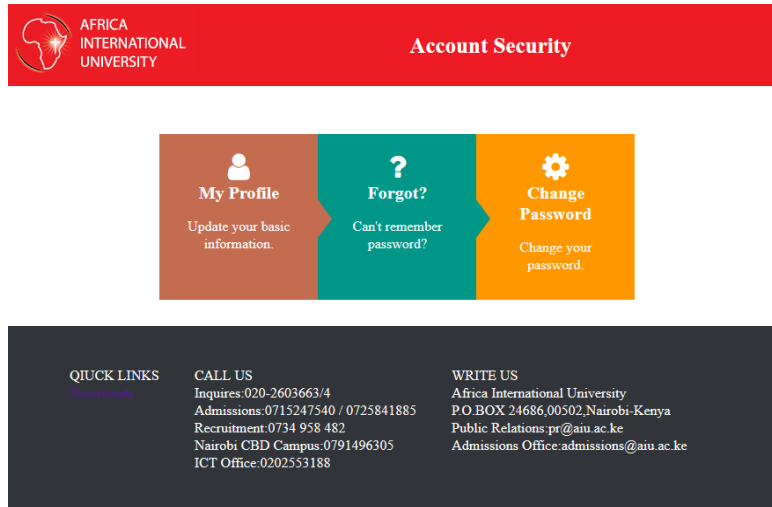


Password Reset

User Manual

Steps to resetting your password:

1. Home page



2. My Profile

The information entered here will be used in resetting your password. The following must be entered:

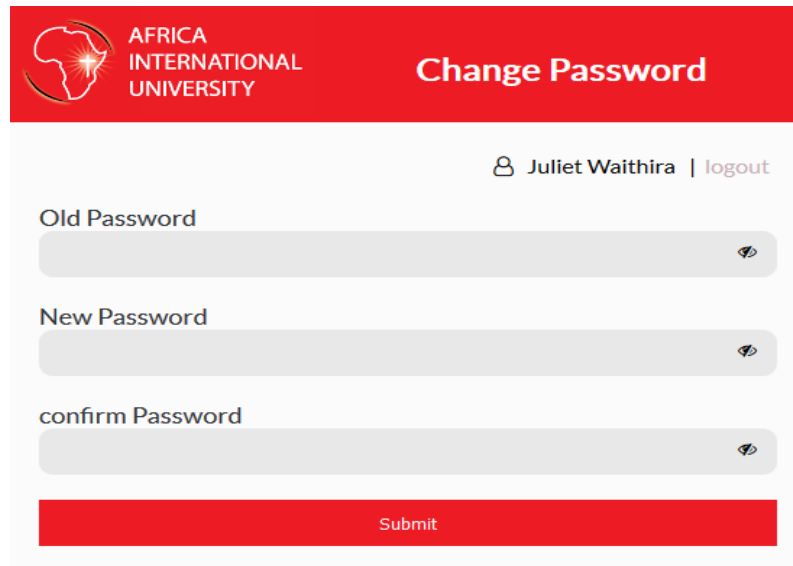
- Your **personal** email (not Your AIU email)
- Your phone number
- Select a question and answer

The screenshot shows the 'My Profile' form. On the left is a red sidebar with the title 'My Profile' and the text 'Manage your basic information to allow effective change of your password'. On the right, the user is logged in as 'Juliet Waithira'. The form contains the following fields: 'Email' with the value 'test@gmail.com', 'Phone Number' with the value '727315579', 'Questions' with a dropdown menu showing 'The brand of your first phone?', and 'Answer' with the value 'ideos'. A red 'Submit' button is at the bottom.

3. Choose the appropriate link:

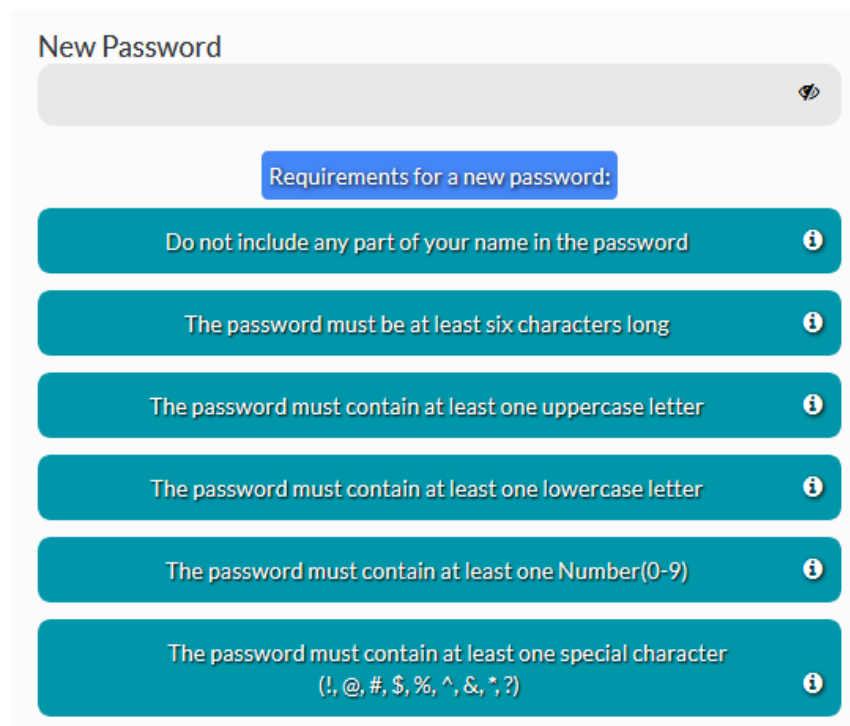
a) Change Password

You need not to have forgotten your password



The screenshot shows the 'Change Password' page for Africa International University. At the top left is the university's logo, a map of Africa with a sunburst, and the text 'AFRICA INTERNATIONAL UNIVERSITY'. To the right of the logo is the title 'Change Password'. Below the header, the user's name 'Juliet Waithira' and a 'logout' link are visible. The form contains three password input fields: 'Old Password', 'New Password', and 'confirm Password'. Each field has a toggle icon to the right. At the bottom of the form is a red 'Submit' button.

Once you place the cursor on the new password input, the requirements for a new password appear in blue



This screenshot shows the 'New Password' input field with a list of requirements displayed below it. The requirements are listed in blue boxes, each with an information icon on the right:

- Requirements for a new password:
- Do not include any part of your name in the password
- The password must be at least six characters long
- The password must contain at least one uppercase letter
- The password must contain at least one lowercase letter
- The password must contain at least one Number(0-9)
- The password must contain at least one special character (!, @, #, \$, %, ^, &, *, ?)

Every correct character requirement will make the appeared requirements for a new password turn from red to green



New Password

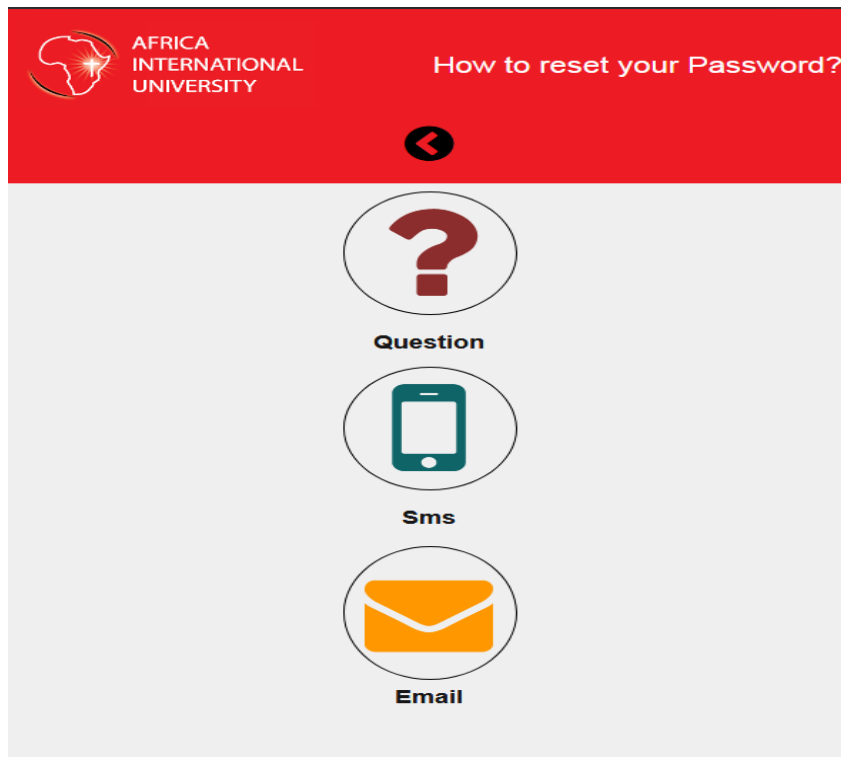
•

Requirements for a new password:

- Do not include any part of your name in the password ✓
- The password must be at least six characters long !
- The password must contain at least one uppercase letter !
- The password must contain at least one lowercase letter ✓
- The password must contain at least one Number(0-9) !
- The password must contain at least one special character (!, @, #, \$, %, ^, &, *, ?) !

b) Forgot?

Choose the preferred link to change your password:



AFRICA INTERNATIONAL UNIVERSITY

How to reset your Password?

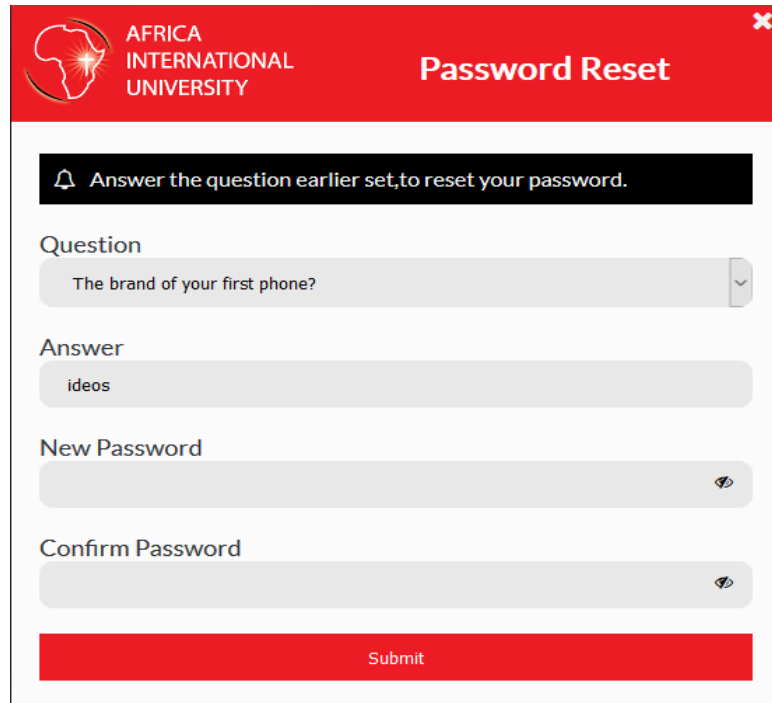
Question

Sms

Email

i. Question

Select and answer the question you had set on [My Profile](#) page



AFRICA INTERNATIONAL UNIVERSITY Password Reset

Answer the question earlier set, to reset your password.

Question
The brand of your first phone?

Answer
ideos

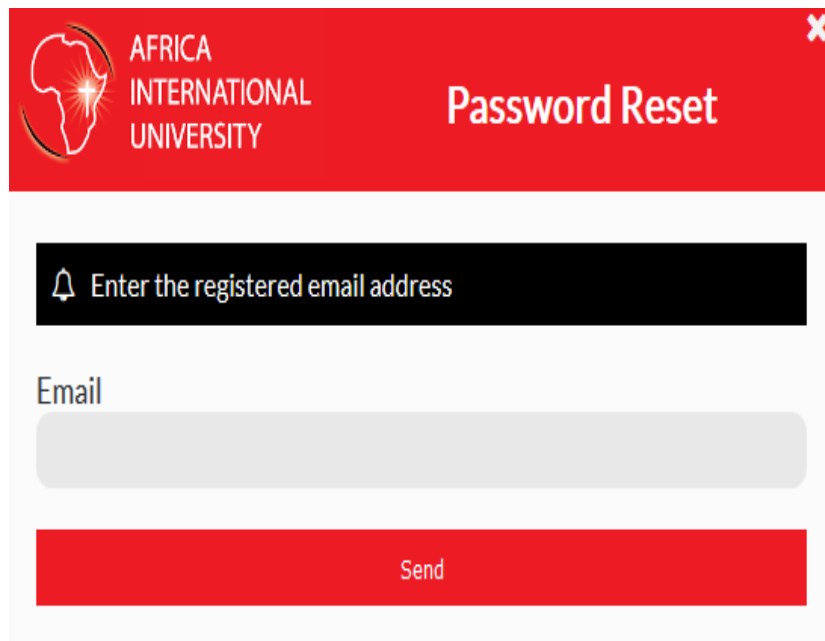
New Password

Confirm Password

Submit

ii. Email

Enter the set email in [My Profile](#) page and a link will be send to that email. Click the link and it will redirect you to change password page



AFRICA INTERNATIONAL UNIVERSITY Password Reset

Enter the registered email address

Email

Send