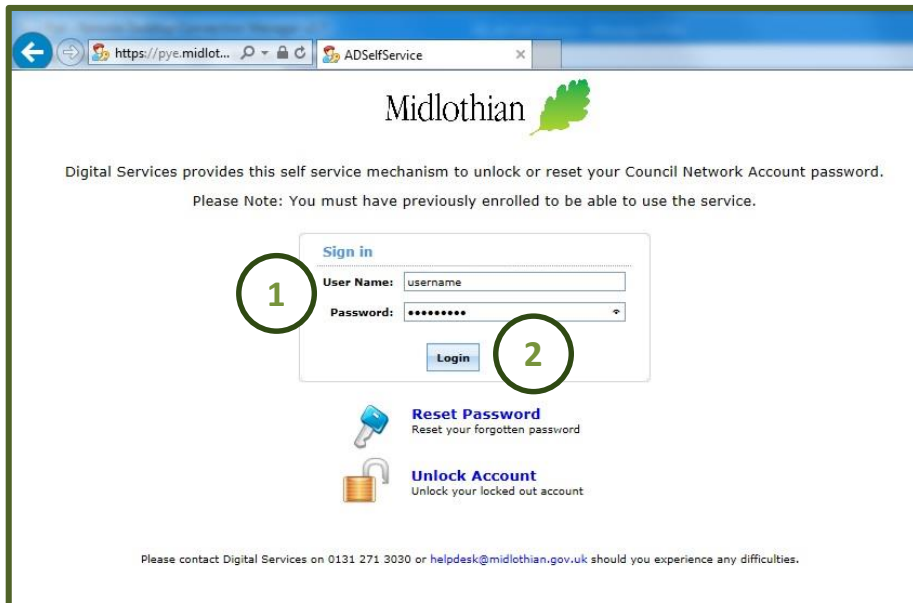
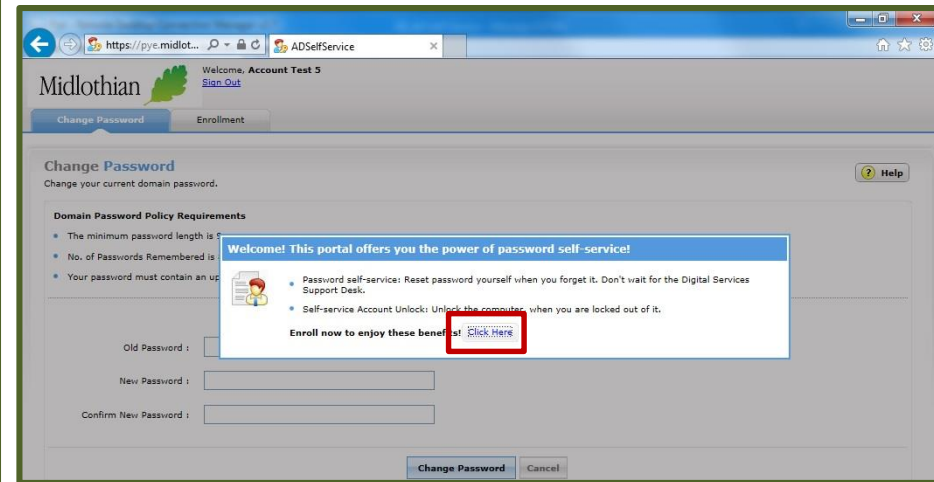


Enrolment



The screenshot shows the ADSelfService login page. At the top, it says "Midlothian" and "Digital Services provides this self service mechanism to unlock or reset your Council Network Account password. Please Note: You must have previously enrolled to be able to use the service." Below this is a "Sign in" form with two input fields: "User Name:" containing "username" and "Password:" containing "*****". A blue "Login" button is below the password field. To the right of the "Login" button is a green circle with the number "2". To the left of the "User Name" field is a green circle with the number "1". Below the form are three options: "Reset Password" (Reset your forgotten password), "Unlock Account" (Unlock your locked out account), and a footer with contact information: "Please contact Digital Services on 0131 271 3030 or helpdesk@midlothian.gov.uk should you experience any difficulties."



The screenshot shows the "Change Password" page in ADSelfService. The page title is "Change Password" and the subtitle is "Change your current domain password." There are "Change Password" and "Enrollment" tabs. A "Welcome! This portal offers you the power of password self-service!" pop-up window is displayed over the page. The pop-up contains a list of services: "Password self-service: Reset password yourself when you forget it. Don't wait for the Digital Services Support Desk." and "Self-service Account Unlock: Unlock the computer when you are locked out of it." Below the list is a blue button labeled "Click Here" which is highlighted with a red box. The background page shows "Domain Password Policy Requirements" and input fields for "Old Password:", "New Password:", and "Confirm New Password:". At the bottom are "Change Password" and "Cancel" buttons.

Open Internet Explorer and browse to
<https://edadm01.mgfl.net:9888/showLogin.cc>

1. Enter your **user name** and **password**
2. Click Login

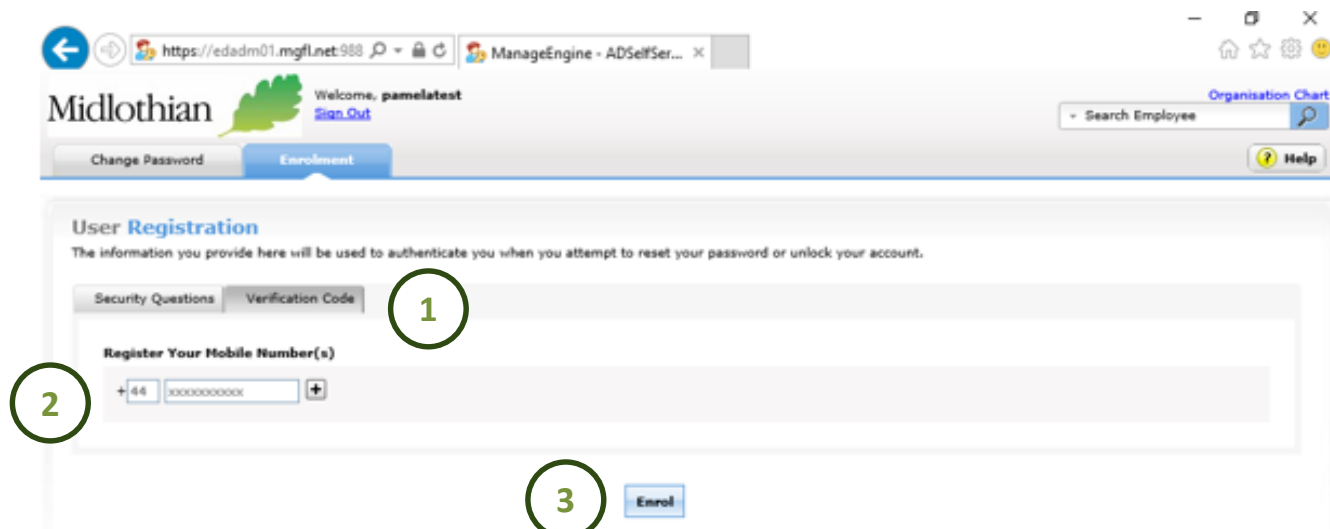
A pop-up window will appear. Click on the blue **Click Here** hyperlink.

Enrolment

Digital Services would prefer staff to enrol with a mobile phone number (work or personal) as this minimises the risk of attackers guessing the answers to the Security Questions. If you are happy to do this, please proceed below.

If you do not have a mobile phone, or if you don't wish to enter a personal mobile number, proceed to the next page.

Please note: This mobile number will only be visible to few senior members of Digital Services.



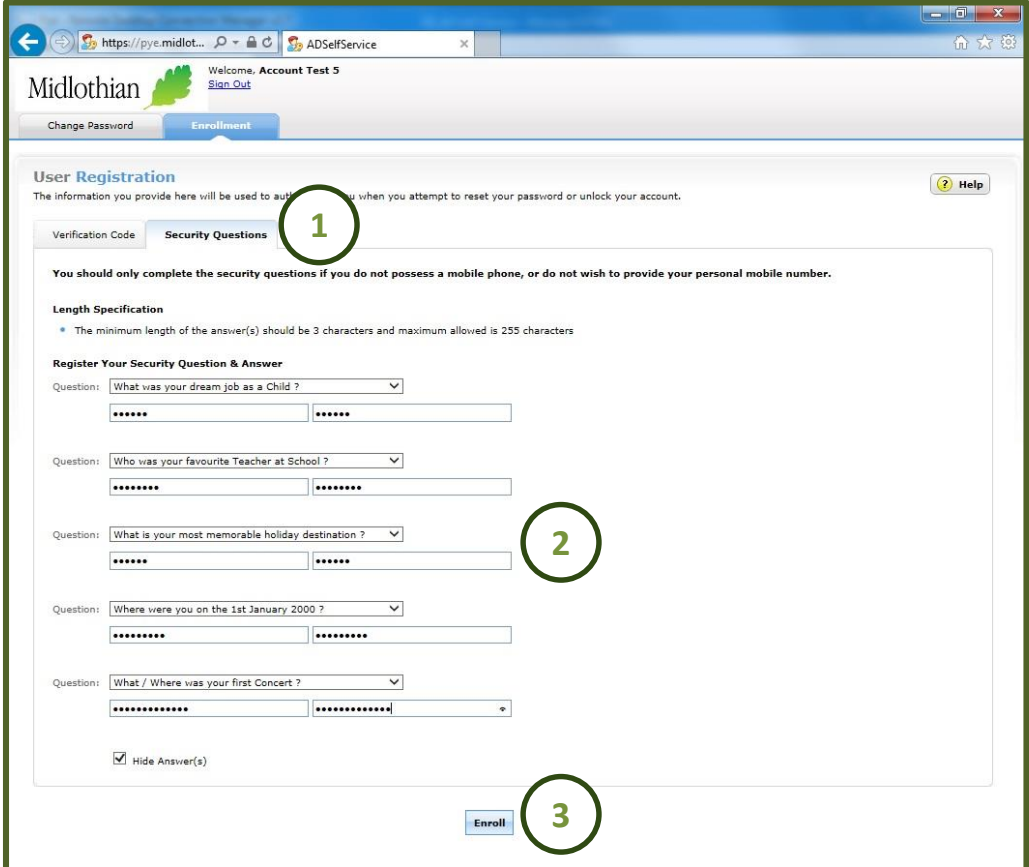
The screenshot shows a web browser window with the URL <https://edadm01.mgfl.net:988>. The page title is "ManageEngine - ADSelfSer...". The Midlothian logo is visible in the top left, and the user is logged in as "pamelatest" with a "Sign Out" link. The "Enrolment" tab is selected in the navigation bar. The main content area is titled "User Registration" and contains a "Verification Code" tab (circled with a green '1'). Below this is a "Register Your Mobile Number(s)" section with two input boxes: the first contains "+44" (circled with a green '2') and the second contains "XXXXXXXXXX". An "Enrol" button (circled with a green '3') is located at the bottom right of the form.

1. Click on the **Verification** tab
2. Enter your **mobile number** – Overtyping the 44 in the first box with 44 and in the next box drop the 0 from your usual mobile number
3. Click **Enrol** - you will see a message informing you that you have successfully registered for AD Self Service

Enrolment

Please note: You will not see this page, nor do you need to complete this information if you selected to enroll with a mobile phone number.

1. Click the **Security Questions** tab at the top
2. Enter and confirm answers to all 5 Security Questions – **note all answers are case sensitive.**
3. Click **Enroll** when that is done
4. You will see a message informing you that you have successfully registered for AD Self Service



Midlothian Welcome, Account Test 5
Sign Out

Change Password **Enrollment**

User Registration

The information you provide here will be used to automatically log you in when you attempt to reset your password or unlock your account. [Help](#)

Verification Code **Security Questions** 1

You should only complete the security questions if you do not possess a mobile phone, or do not wish to provide your personal mobile number.

Length Specification

- The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters

Register Your Security Question & Answer

Question: What was your dream job as a Child ?

Question: Who was your favourite Teacher at School ?

Question: What is your most memorable holiday destination ? 2

Question: Where were you on the 1st January 2000 ?

Question: What / Where was your first Concert ?

Hide Answer(s)

Enroll 3