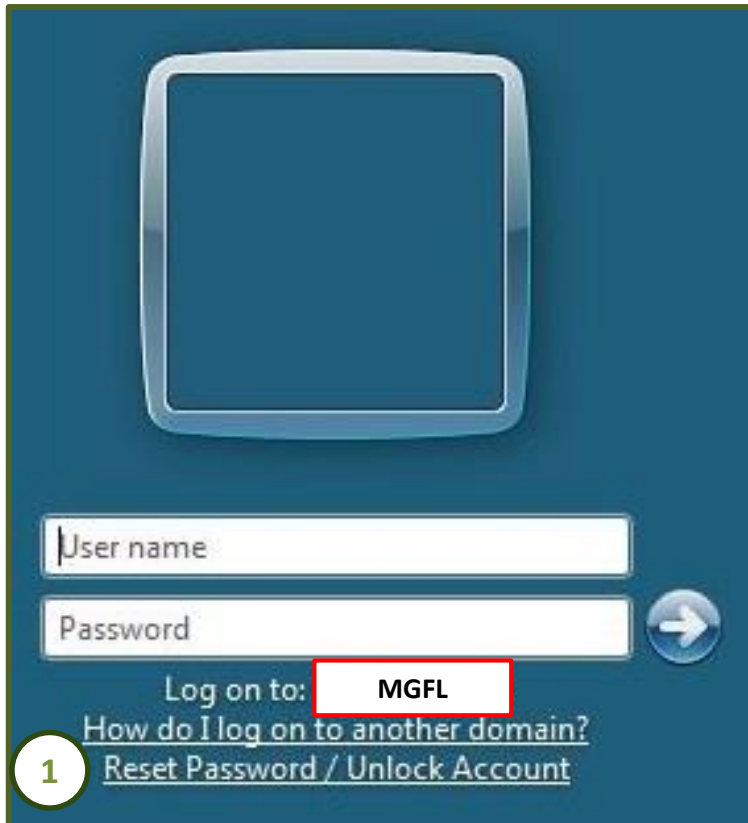


ADSELSERVICE

Resetting Your Password



1. At the logon prompt, click **Reset Password / Unlock Account**
2. Click **Reset Password** on the popup window

Please note: Should there be no spare device available, you can reset your password or unlock your account on a colleagues PC / Laptop by browsing to <https://edadm01.mgfl.net:9888/showLogin.cc> in Internet Explorer.

ADSELSERVICE

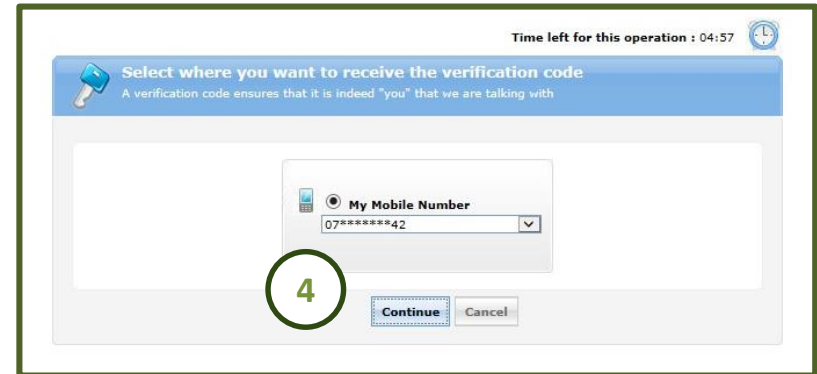
Resetting Your Password



Reset Your Password
Please provide your normal Midlothian network username.

Domain User Name (Example : Jsmith)

3



Time left for this operation : 04:57

Select where you want to receive the verification code
A verification code ensures that it is indeed "you" that we are talking with

My Mobile Number
07*****42

4

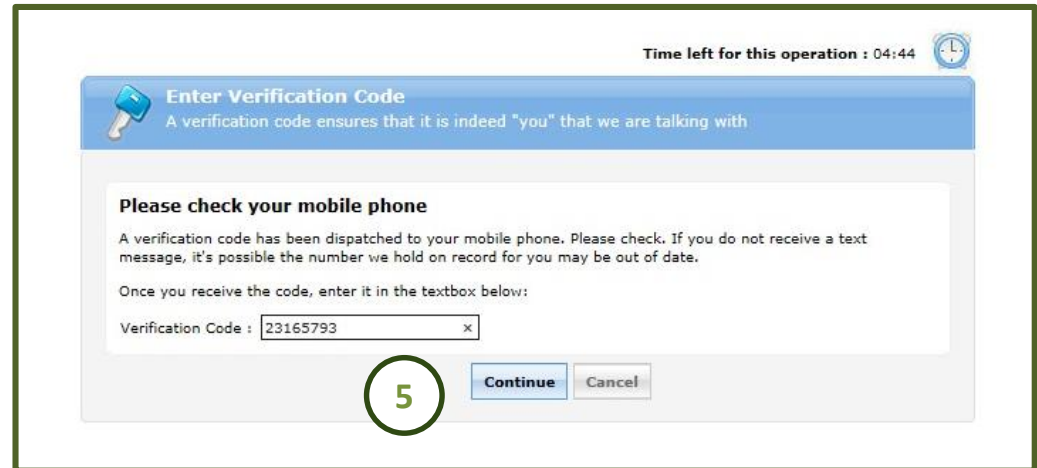
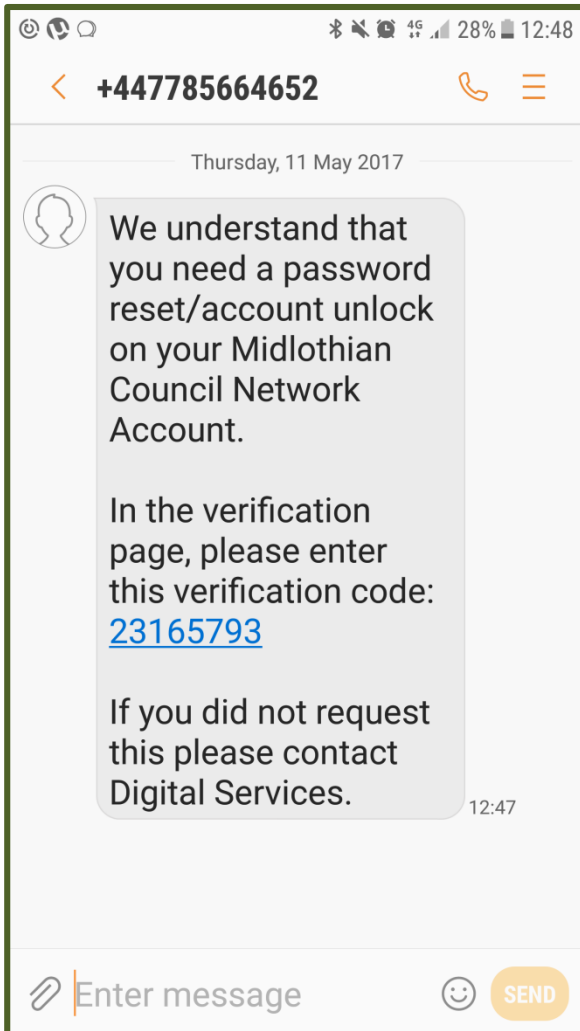
3. Type in your **MGFL** username and click **Continue**

If you entered a mobile phone number when you registered, proceed to step 4. If you set up security questions, skip to step 6.

4. Check that the mobile number shown is correct and click **Continue** to send a verification code by text message to your mobile phone

ADSELSERVICE

Resetting Your Password

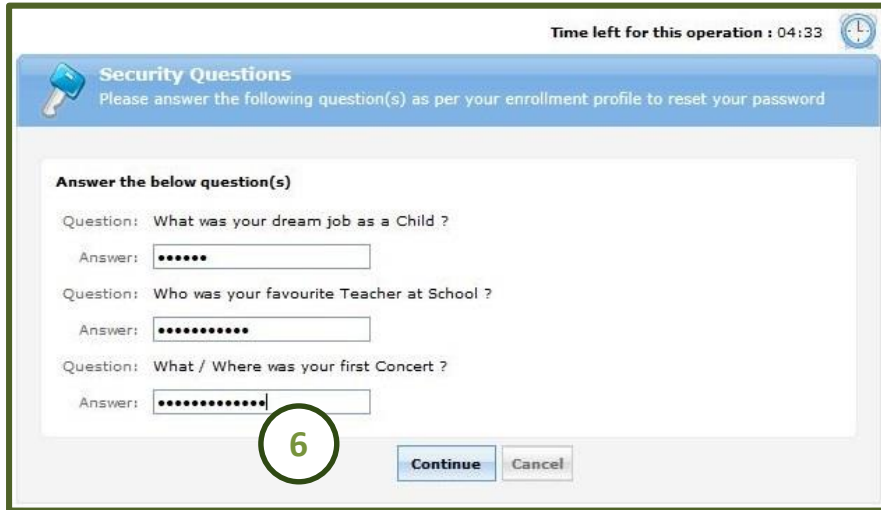


The verification code will be sent to your mobile phone by text message.

5. Type the verification code into the **Verification Code** box and click **Continue**

Now proceed to step 7.

Resetting Your Password



Time left for this operation : 04:33

Security Questions
Please answer the following question(s) as per your enrollment profile to reset your password

Answer the below question(s)

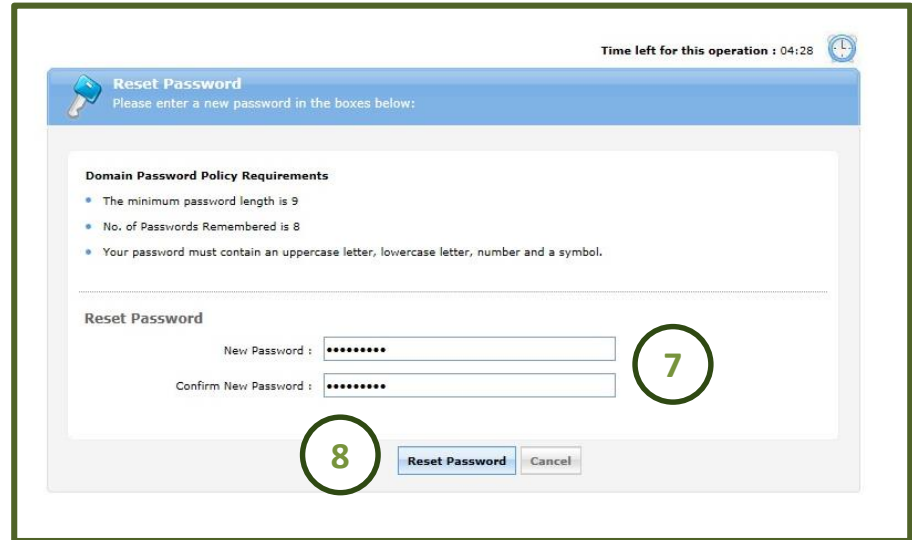
Question: What was your dream job as a Child ?
Answer: [masked]

Question: Who was your favourite Teacher at School ?
Answer: [masked]

Question: What / Where was your first Concert ?
Answer: [masked]

6

Continue Cancel



Time left for this operation : 04:28

Reset Password
Please enter a new password in the boxes below:

Domain Password Policy Requirements

- The minimum password length is 9
- No. of Passwords Remembered is 8
- Your password must contain an uppercase letter, lowercase letter, number and a symbol.

Reset Password

New Password : [masked] 7

Confirm New Password : [masked] 8

Reset Password Cancel

- If you set up security questions, answer three randomly selected security questions - **note answers are case sensitive** - and click **Continue**
- Type and confirm your new chosen password
- Finally, click on **Reset Password**. A message will be displayed informing you that your account unlocking has been successful



✓ The password has been reset successfully.

Back to home