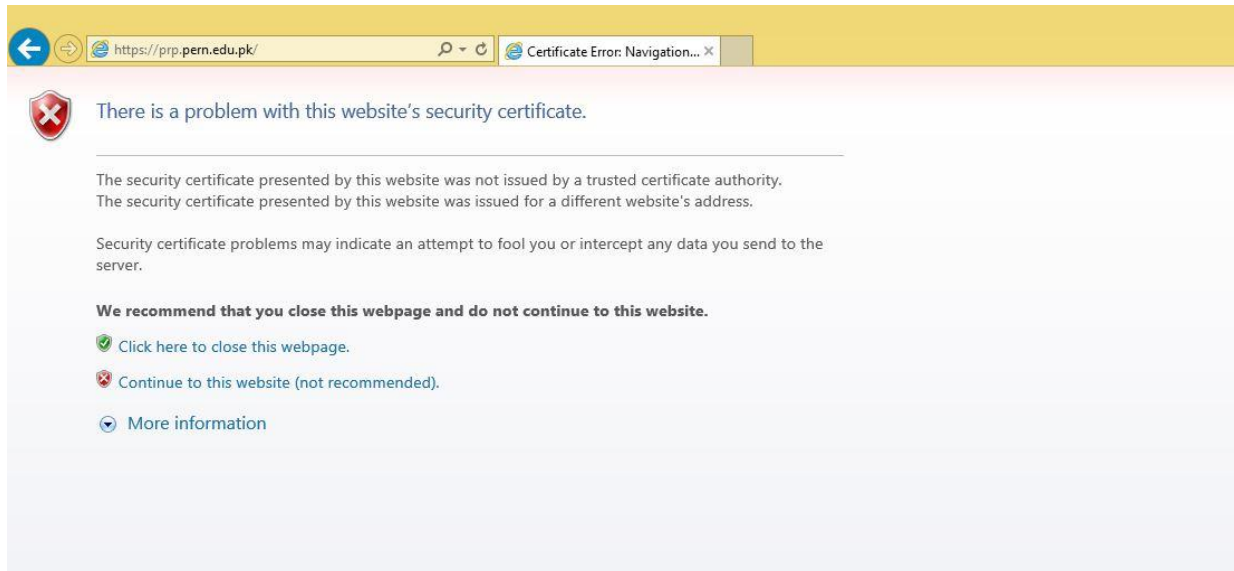




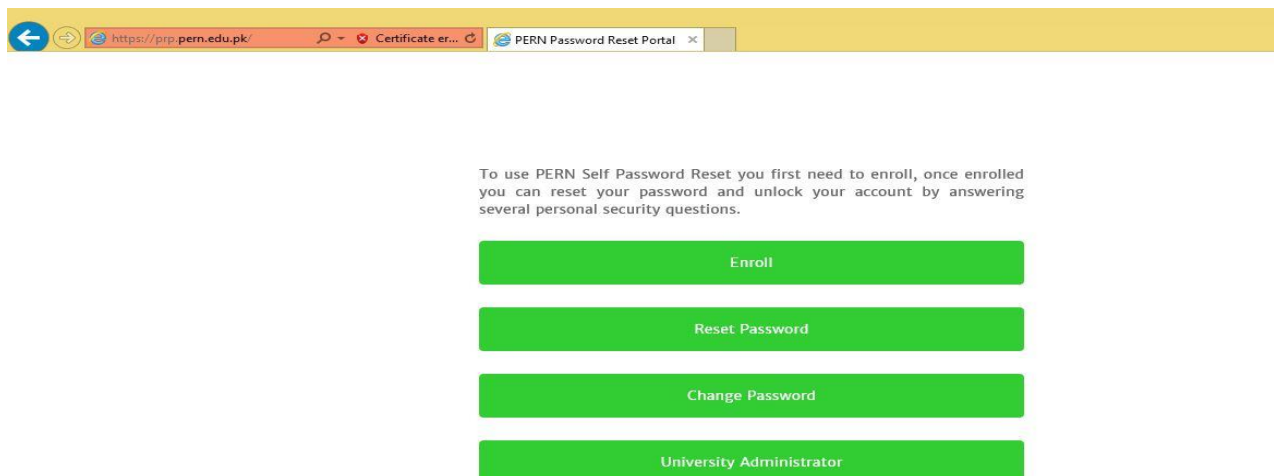
Office 365-Self Password Reset

Step1: Portal Access

- User open the mentioned link (Recommended Internet Explorer)
<https://prp.pern.edu.pk>
- Click on Continue to this website to proceed



- After Continue User will be proceed to Pern Self Password Reset Portal that display few options as mentioned:





Step2: Enroll

- Before select any other options User have to Enroll himself/herself first for verification
- By click on Enroll Tab
- User will enter Username and default Password that was already forward to their personal Email Addresses
- Click Next

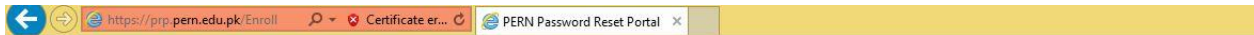
The screenshot shows a web browser window with the URL <https://prp.pem.edu.pk/Enroll>. The page title is "PERN Password Reset Portal". The main content area has the instruction "Please enter your account name and current password." Below this, there are two input fields: "Username:" with the value "etalmeez.pk" and "Password:" with masked characters "*****". At the bottom of the form, there are two green buttons: "Next" and "Cancel".

- At Next window User have to pick and answer some security questions that will be helpful later on if User wants to change/reset password
- So User have to remember the security question & answer
- Click Next

The screenshot shows the next step in the enrollment process. The instruction is "Please answer the following questions:". There are three question-and-answer pairs, each with a dropdown menu for the question and a text input field for the answer. The questions are: "What was the color of your first bike?", "What was the name of your first school?", and "Who was your best friend in the first grade?". The answers are masked with black boxes. At the bottom, there are two green buttons: "Next" and "Cancel".



- As User click Next a Congratulation window appear mentioned that account has been enrolled successfully
- Click Finish



Account Enrolled

Congratulations! Your account has been enrolled successfully.

Finish

- After click on Finish Tab it will move the User to the Home window of Password Reset Portal again



To use PERN Self Password Reset you first need to enroll, once enrolled you can reset your password and unlock your account by answering several personal security questions.

Enroll

Reset Password

Change Password

University Administrator



Change Password:

- Once User enrolled by following above mentioned steps
- User can Change Password
- By click on Change Password Tab
- Enter Office 365 Username in Username field
- Type default password that already shared at your personal email addresses in Old Password field
- Type 8-12 character including words/digits/numeric values password in the New password field and also same password in Confirm password field
- Click Next

Enter your username and password information. Click Next button to continue.

Username:

Old password:

New password:

Show Password Strength: strong

Confirm password:

Next

Cancel



- After User fill the required field and click on Next Tab
- A congratulation window appears mentioned that the Password has been changed successfully



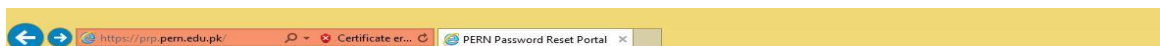
Password Changed

Congratulations! Your password has been changed successfully.



Reset Password:

- If for some reason User forget new password and wants to reset again
- First User have to enroll by following above steps
- After Enrolled a Home window appear again
- User Select Reset Password Tab



To use PERN Self Password Reset you first need to enroll, once enrolled you can reset your password and unlock your account by answering several personal security questions.





- After Select User enter Office 365 Username (abc@universitydomain.edu.pk)
- Click Next

Browser address bar: <https://prp.pern.edu.pk/Reset> | PERN Password Reset Portal

Please enter your account name and then select your domain.

Username:

- User have to verified the correct answer as they enter while doing enrollment process

Browser address bar: <https://prp.pern.edu.pk/Reset> | PERN Password Reset Portal

Please answer the following questions:

Question: What make was your first car or bike?

Answer:

Question: What was the name of your first school?

Answer:



- After Answers verified click next and User can reset new password

https://prp.pern.edu.pk/Reset Certificate er... PERN Password Reset Portal

Please enter your new password and confirm it.

New password:

[Show Password](#)

Confirm password:

☒ Unlock my account

Next

Cancel

University Administrator (Not For Talmeez Users):

- The University Administrator have the rights of Password resetting of Managed Users if User is Part of University Admin Group

https://prp.pern.edu.pk/ Certificate er... PERN Password Reset Portal

To use PERN Self Password Reset you first need to enroll, once enrolled you can reset your password and unlock your account by answering several personal security questions.

Enroll

Reset Password

Change Password

University Administrator



- User Click on University Administrator Tab
- Enter Admin Username & Password
- Click Next and reset password against managed Users



Please verify your account is the member of University Admin Group for resetting password of managed users.

Username:

Password:

Next

Cancel