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The Password Administration Portal provides the ability to configure your security challenge questions and reset your password, when needed. Complete the steps, as detailed in this guide, to enroll in and use the Password Administration Portal.

Enrolling in the Password Administration Portal

Open a web browser and navigate to http://mydornsife.usc.edu. Select the Dornsife Password Administration hyperlink.

The Dornsife Password Administration page displays.
Enter your username (the part of your USC e-mail address that is before the @ symbol) and password in the corresponding fields. New Dornsife users will enter the temporary password that was provided in the Dornsife Account Setup email. Existing Dornsife account holders will use their current Dornsife password.

Select the Login button. The Password Administration Portal displays.

You will need to enroll in the Password Administration Portal. Select the Click Here button to continue.
The **Enrollment Tab** displays. The **Enrollment Tab** is the location from which you can configure your security questions and the corresponding answers. From the **Que** drop-down menus, select the security questions you want to use. The security question is how you will verify your identity, should you need to reset your password.

Select one question from each **Que** drop-down menu. Enter the answer to your security question in the corresponding field and then confirm the security question answer by re-entering it.
After you have finished choosing security questions and providing the answers, select the Enroll button. The Verification Code tab displays.

Enter your USC e-mail address is the Register Your Email Address(es) field. Enter the full e-mail address, as shown in the image above. Then, select the Enroll button. A confirmation message displays.

Your security questions have been saved. You may now proceed with running the migration tool.
Changing Your Password

After enrolling in the Dornsife Password Administration Portal, you will need to change your password. Select the Change Password tab, located at the top of the screen.

The Change Your Password screen is displayed. Enter your temporary OR current password in the Old Password field. Enter the password you want to use in the New Password field. Enter the same password into the Confirm New Password field.

**NOTE:**

Your new password must meet the password complexity requirements. To meet the password complexity requirements, your new password must contain the following:

- At least 6 characters
- 1 uppercase character (A through Z)
- 1 lowercase character (a through z)
- 1 digit (0 through 9)
- 1 special character (such as !, #, or %)

Additionally, your password cannot contain your first and/or last name, as this presents a security risk.
When you have finished, select the OK button.

Your password has been changed. Repeat these steps, as is appropriate.

If you encounter any issues with the Password Administration Portal, please contact Technical Support at ts@dornsife.usc.edu or (213) 740-2775 for assistance.
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