MyPassword Enrollment

MyPassword requires a short one-time enrollment before you can use the tool to change your password. In the rare instance that you should encounter an issue during enrollment, please call the Ochsner IS Service Desk at 504-842-3610. Here are the quick and easy steps to enroll:

Visit http://mypassword.ochsner.org. Enter your User ID which was previously provided to you by email. Read the Privacy Policy & Terms of Use and select "I Agree."

Welcome to MyPassword

SELF-SERVICE CROSS-PLATFORM PASSWORD RESET AND SYNCHRONIZATION

Primary Account

Domain:	OCHSNER ▼
User ID:	

I Disagree	I Agree

Privacy Policy & Terms of Use

MyPassword is for use by authorized users only. I represent and warrant that I am an authorized user. By using this system, I acknowledge and consent to the right of the Company to monitor, access, use, and disclose any information generated. I further acknowledge that unauthorized and/or improper use of this system, as delineated by Corporate policies, is not tolerated and the Company may take formal action against such individuals.

When you see the enrollment message below, click "continue."

MyPassword

✎ You must first Enroll to use MyPassword

The first step in using MyPassword is to enroll. You must provide answers that only you would know to 3 unique identity questions.

You must also confirm your email address, so we can send you a notification anytime your account is accessed via MyPassword.

Continue

Enter your _Ochsner temporary password_ and click "continue." This is the <u>temporary password</u> which was sent via email.

MyPassword

✎ Primary Domain Logon Verification

Enter your Microsoft Windows UserID and password.

Domain: OCHSNER

User ID:

Password:

Cancel   Continue

Select a security question from each of the three drop-down lists and provide your personalized answers. (These security questions and personalized answers will be used to validate your identity). When you are finished, click "continue."

*My*Password

✎ Enrolling **OCHSNER\v-**

You will be asked to answer these questions if you need to reset your password, or manage your account.

Question 1:   -- Please Select a Question --

Answer 1:

Question 2:   -- Please Select a Question --

Answer 2:

Semi-Private Question: When you call the Help Desk, you may be asked to disclose this answer to verify your identity.

Question 3:   -- Please Select a Question --

Answer 3:

Cancel   Continue

The "Primary Email" field will be grayed out and automatically filled in with your new Ochsner email address. This is the email address where security notices will be sent when you make changes using MyPassword. Click "continue."

MyPassword

Enrolling **OCHSNER\v-**

Step 2 - Your email address has been retrieved from your primary logon domain.

Primary Email: v-_____@ochnser.org

An email will be sent to this address any time your account is accessed via MyPassword.

Cancel	Continue

Congratulations, you have successfully enrolled in MyPassword! Click "continue" to proceed into the MyPassword application.

MyPassword

Logged in as: OC

✔ You have successfully enrolled in MyPassword. You may come back any time to reset your password, check your password expiration date, update your enrollment information, etc.

Any time your account is accessed via MyPassword, we'll send an email to v-_____@ochnser.org

Continue

Click the "Change Password" icon as circled below.

For "Old Password," enter the _temporary password_ you used earlier. Create a "New Password" then confirm and click "continue." You will use your new password for anything that requires your Ochsner User ID as the username.

Now that you have completed the MyPassword enrollment, you can login to your Ochsner email using this newly created password at http://webmail.ochsner.org.

Contact Information for Assistance

For Ochsner computer systems – Contact the Ochsner IS Service Desk at 504-842-3610