

# Dray Password Manager – Enroll (or change enrollment)



## Enroll (or change enrollment)

You have to enroll in order to use the features of this system

In order to utilize Dray Password Manager and have access to your HIRAMnet account you must enroll into Password Manager. To enroll click on the “Enroll (or change enrollment)” link on the Dray Password Manager home screen (see above) and log into the box that pops up (see below). In order to log into this box you will need your HIRAMnet username (Ex: John R. Smith = SmithJR) and your current password to log in.

**Please login here**

**Sign in**

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**User Name:**

**Password:**

If this is the first time that you are in password manager you will see a popup that lists some of the capabilities of Dray Password Manager. When you see this popup read it and then click on the blue “Click Here” link.

**Welcome! This portal offers you the power of password self-service!**



- Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!
- Self-service Account Unlock: Unlock the computer, when you are locked out of it.
- Self-service Directory Update: Update the changes in contact details yourself! And more..
- Link Accounts: Link your other platform accounts with your Windows Active Directory account.

**Complete your enrollment now to enjoy these benefits!**

You will now see a screen that gives the option to create security questions. These answers are case sensitive, meaning that if you use a capital you will need to use it again later so make sure you pick options that you can remember in the future.

**Length Specification**

- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

**Register Your Security Que & Ans**

Que: -----Please Select a Question----- ▼

Answer  Confirm Answer

Que: -----Please Select a Question----- ▼

Answer  Confirm Answer

Hide Answer(s)

You can also check the box next to “Hide Answer(s)”. This will allow you to see the actual letters used instead of hiding the password. This also overrides the need to confirm your answer.

**Length Specification**

- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

**Register Your Security Que & Ans**

Que: -----Please Select a Question----- ▼

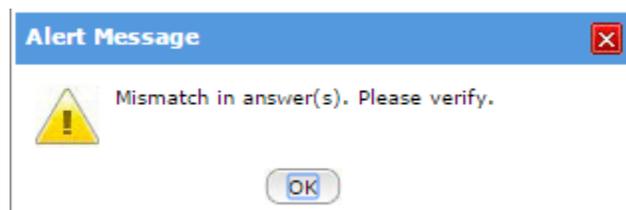
Answer

Que: -----Please Select a Question----- ▼

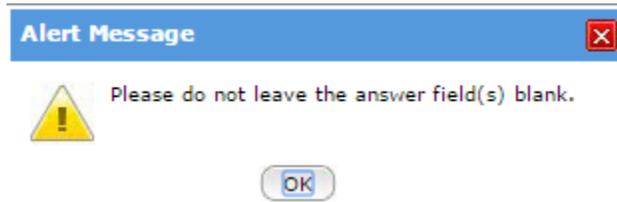
Answer

Hide Answer(s)

If your answers do not match a popup will appear on your screen. Try again and make sure your answers match or use the “Hide Answer(s)” button.



If you do not fill in a box a popup will appear on your screen. Make sure to fill in every box a try again.



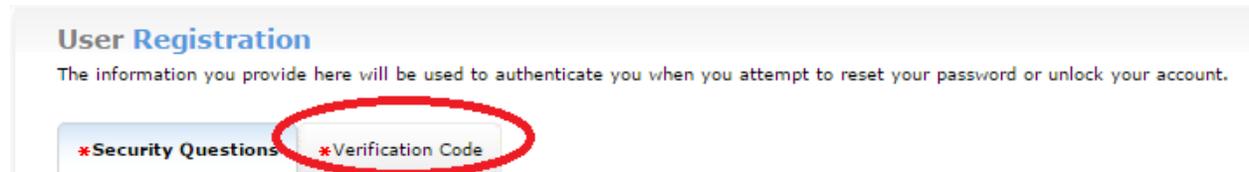
Once you successfully create two questions a green bar will appear saying that you have enrolled.



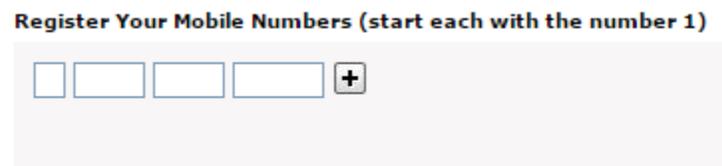
Everytime you go to enroll after the first time you will see a red bar at the top of the page saying that you have already enrolled. You are still able to edit your information as this is just a reminder.



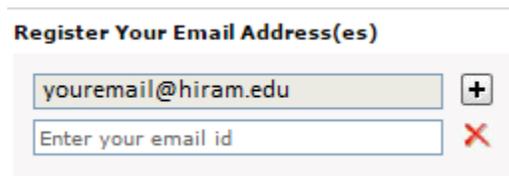
Once you have completed the security questions click on the tab called "Verification Code" to change your security information in case you lock you account or forget your password.



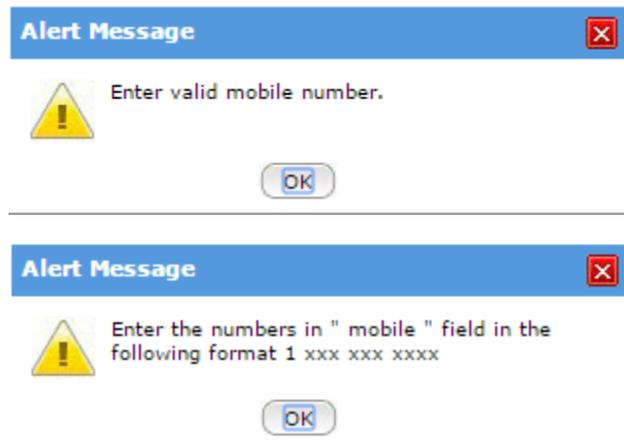
You can add a phone number to verification in case your email is locked.



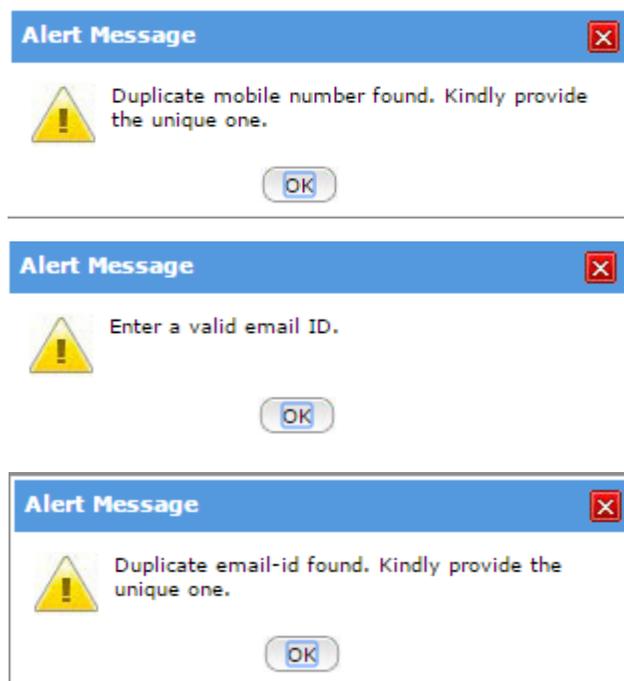
Or you can add another email to the list usind the "+" button. **Use an address that is not your @hiram.edu e-mail address**



Below are some error messages you may see when adding a phone number. If you see either read what they say and try again.



Below are some error messages you may see when adding a phone number. If you see any of them read what they say and try again.



Once you add valid information you will see a green box saying you updated your registration.



Congratulations! You successfully enrolled into Dray Password Manager! If this was your first time doing so you should check out the “Change Your Password” section in order to change from the initial password that was generated for you to a personal password.