Set My University of Melbourne Identity Management Password for the First Time

This document provides instructions for **New Staff** or **Existing Staff** members who are using the **Identity Management System (IdMS)** for the **first time** to reset their password.

Please look at the table below and follow the relevant sections according to your staff type.

<table>
<thead>
<tr>
<th>STAFF TYPE</th>
<th>SECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuing Staff</strong></td>
<td>o <strong>Section 1</strong>: Set my central password in the University of Melbourne Identity Management System for the first time. &lt;br&gt; - Start on Page 3</td>
</tr>
<tr>
<td><strong>Casual / Honorary Staff</strong></td>
<td>o <strong>Section 1</strong>: Set my central password in the University of Melbourne Identity Management System for the first time. &lt;br&gt; - Start on Page 3 &lt;br&gt; &lt;br&gt; <strong>AFTER</strong> completing <strong>Section 1</strong>, only follow the <strong>Section 2</strong> if you require an Exchange Email account. &lt;br&gt; o <strong>Section 2</strong>: Activate my accounts in the University of Melbourne Identity Management System. &lt;br&gt; - Start on Page 7</td>
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<td><strong>Non-University Staff</strong></td>
<td>o <strong>Section 1</strong>: Set my central password in the University of Melbourne Identity Management System for the first time. &lt;br&gt; - Start on Page 3 &lt;br&gt; &lt;br&gt; <strong>AFTER</strong> completing <strong>Section 1</strong>, only follow <strong>Section 2</strong> if you require a Themis account.  &lt;br&gt; o <strong>Section 2</strong>: Activate my accounts in the University of Melbourne Identity Management System &lt;br&gt; - Start on Page 7</td>
</tr>
</tbody>
</table>
Quick Instructions Overview / Table of Contents

This page contains the quick instructions overview / table of contents of the more detailed instructions for each step (with screenshots) on the following pages. It is recommended that the detailed version is followed.

SECTION 1: Set my central password in the University of Melbourne Identity Management System for the first time

Background Details

To set your central password

1. Open a web browser and navigate to the Account Management website. (http://accounts.unimelb.edu.au/) 3
2. Click on the “Staff” button. 3
3. Click on the “Change my password” link in the “Changing my password” section. 4
4. Enter your User ID and Password then click the “Log In” button. 4
5. Enter an answer for a “Minimum of four” of the authentication questions. 4
6. Click the “Save” button. 5
7. Click on the “Profile” tab. 5
8. Enter your current password and click the “OK” button. 6
9. Enter and confirm your new password then click the “Change Password” button. 6
10. Click the “OK” button to close the message. 6

SECTION 2: Activate my accounts in the University of Melbourne Identity Management System (ONLY FOR Casual Staff/Honorary Staff/Non-University Staff)

Background Details

To activate my accounts

1. Open a web browser and navigate to the Account Management website. (http://accounts.unimelb.edu.au/) 7
2. Click on the “Staff” button. 7
3. Click on the “Activate my accounts” link in the “New Staff: Activating My Account” section. 7
4. Enter your User ID and Password then click the “Log In” button. 8
5. Click first on the “Requests” tab, and then on the “Launch Requests” Tab. 8
6. Click on the link marked “Update My Roles”. 8
   a) If required, Casual Staff / Honorary Staff can request an “Exchange 2010 (Light)” role. 8
   b) If required, Non-University Staff are able to request a “Themis User” role. 8
7. Select the “Checkbox” against the Available Role you wish to request and click the “Submit” button. 9
8. Click the “OK” button to close the message. 9
9. Click the “Logout” button if you wish to end your IdMS session. 9
SECTION 1: Set my central password in the University of Melbourne Identity Management System for the first time

Background Details
Currently most University staff have 2 IT accounts: a Themis account and a Central account. Until now staff were required to manage each of these accounts separately, assigning a different password to each account. This has been simplified with the introduction of the University of Melbourne Identity Management System (IdMS).

The next time you reset your Central password, IdMS will synchronise it so that you can use it to log into Themis. You can initiate this synchronisation of accounts by resetting your central password immediately. If this isn’t convenient, your account will be synchronised when you next reset your Themis password.

Note that the process for resetting your password the first time is slightly different to the previous process and the subsequent new reset process. Step-by-step instructions for changing your password after the initial password reset are provided in the information page; https://accounts.unimelb.edu.au/manage/password_change.

**Important:** after setting your new password you will need to wait approximately 15 minutes before you log in to Themis to ensure your responsibilities are available in your Personal Home Page.

To set your central password

1. Open a web browser and navigate to the Account Management website. ([http://accounts.unimelb.edu.au/](http://accounts.unimelb.edu.au/))

2. Click on the “Staff” button.
   The Staff Account Management screen will display.
3. Click on the “Change my password” link in the “Changing my password” section.
   A log in screen for the IdMS for staff will display.

   ![Log In to the Identity Management System for Staff](image)

4. Enter your User ID and Password then click the “Log In” button.
   As this is the first time you have accessed the system, you will be prompted to provide answers to the authentication questions which will be used to allow you access to the system if you forget your password in the future.

5. Enter an answer for a “Minimum of four” of the authentication questions.

   ![Change Answers to Authentication Questions](image)

**Note:** your current Themis PIN Number will display. You can chose to retain it as one of your answers or select another four including a personalised question.
6. **Click the “Save” button.**
   The Identity Manager tabs will display.

   ![Identity Manager tabs](image)

   **Welcome, Anthony Manahan.** Make a selection to manage your work items, requests, or delegations.

   **To manage or change your password, click on the **Profile** tab above.**
   Click the Requests tab to request access to additional roles or resources.

   | Approval | 0 |
   | Requests | 0 |
   | Remediations | 0 |
   | Attestations | 0 |
   | Provisioning Requests | 0 |
   | Other | 0 |
   | Delegations | Disabled |

7. **Click on the “Profile” tab.**
   The Enter Your Identity Management Login Information screen will display.

   ![Enter Your Identity Management System Login Information](image)

   **Enter Your Identity Management System Login Information**
   You are required to enter your current password. If this is the **first time** you are logging to the Identity Manager, please use your Themes PIN number as your password.

   Password [ ]
   [OK] [Cancel]
8. **Enter your current password and click the “OK” button.**
   For the first login, your current password will be your PIN number which can be set in Themis HR. If you haven’t set a PIN, it defaults to the last four digits of the primary bank account where your salary is deposited. **Note:** if your salary is deposited into more than one account, your primary account is the account where no set dollar amount is specified.

   The Change password screen will display.
   **Important:** because this is the first time you have logged in to the IdMS an Error message informing you that your password has expired will display at the top of the screen.

9. **Enter and confirm your new password then click the “Change Password” button.**
   A confirmation message will display.

10. **Click the “OK” button to close the message.**
    This will return you to the Home tab. Click the Logout button if you wish to end your IdMS session.
SECTION 2: Activate my accounts in the University of Melbourne Identity Management System (ONLY REQUIRED FOR Casual Staff/Honorary Staff/Non-University Staff)

Background Details
The University of Melbourne Identity Management System (IdMS) introduced April 2011 requires staff to have only one password to access all their central IT systems, including Themis.

For casual/honorary and non-university staff a number of accounts are not automatically assigned and have to be requested.

To activate my accounts

1. Open a web browser and navigate to the Account Management website. (http://accounts.unimelb.edu.au/)

2. Click on the “Staff” button.
   The Staff Account Management screen will display

3. Click on the “Activate my accounts” link in the “New Staff: Activating My Account” section.
   The Identity Management System Log In screen will display.¹

¹ Your username and temporary password should be emailed to your personal email address. Contact your Supervisor or Human Resources Officer if you have not received this email. Otherwise, please call the IT Helpdesk (8344 0888) who can provide you with a temporary password.
4. Enter your User ID and Password then click the “Log In” button.  
The IdMS home screen will display.

5. Click first on the “Requests” tab, and then on the “Launch Requests” Tab.  
The Update My Roles screen will display.

6. Click on the link marked “Update My Roles”.  
Note: Accounts in IdMS are referred to as Roles.

   a) If required, Casual Staff / Honorary Staff can request an “Exchange 2010 (Light)” role.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Activate On</th>
<th>Deactivate On</th>
<th>Assigned By</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Registration</td>
<td>IT Role</td>
<td>Deassignment</td>
<td></td>
<td>CASUAL</td>
<td>Assigned</td>
</tr>
<tr>
<td>Active Directory</td>
<td>IT Role</td>
<td>Deassignment</td>
<td></td>
<td>CASUAL</td>
<td>Assigned</td>
</tr>
<tr>
<td>LDAP</td>
<td>IT Role</td>
<td>Deassignment</td>
<td></td>
<td>CASUAL</td>
<td>Assigned</td>
</tr>
<tr>
<td>Themis User</td>
<td>IT Role</td>
<td>Deassignment</td>
<td></td>
<td>CASUAL</td>
<td>Assigned</td>
</tr>
</tbody>
</table>

   Available Roles

   Select one or more Roles to Request Assignment.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange 2010 (Light)</td>
<td>Application</td>
<td>Exchange 2010 Mailbox with reduced storage</td>
</tr>
</tbody>
</table>

   b) If required, Non-University Staff are able to request a “Themis User” role.

<table>
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<tr>
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<th>Deactivate On</th>
<th>Assigned By</th>
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<td>IT Role</td>
<td>Deassignment</td>
<td></td>
<td>GUEST</td>
<td>Assigned</td>
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<td>Active Directory</td>
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<th>Name</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Themis User</td>
<td>Application</td>
<td>A Themis User Account</td>
</tr>
</tbody>
</table>
7. **Select the “Checkbox” against the Available Role you wish to request and click the “Submit” button.**
   A Confirmation message will display.

   ![Operation Successful]
   
   ![OK]

8. **Click the “OK” button to close the message.**
   This will return you to the **Home** tab.

9. **Click the “Logout” button if you wish to end your IdMS session.**
   
   **Note:** Accounts you have requested via this method are available for immediate use.