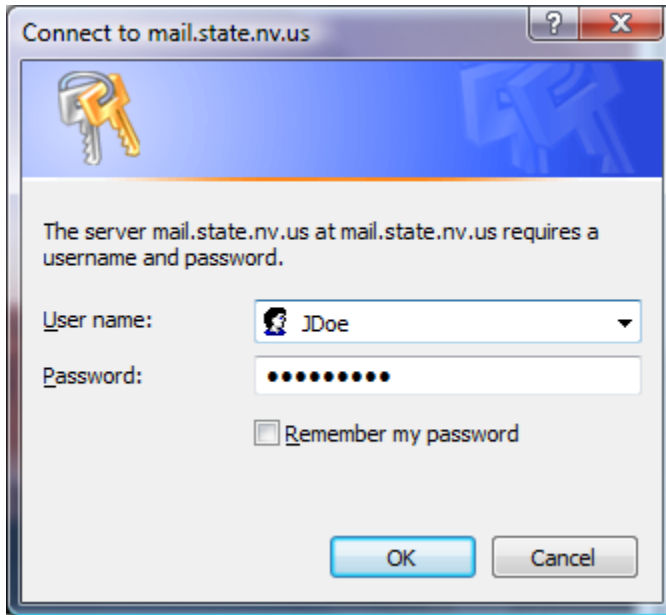


Web site for changing email password and enrolling in password recovery:

<https://mail.state.nv.us/empowerid/mypassword>



A Windows-style dialog box titled "Connect to mail.state.nv.us". It features a blue header with a key icon. The main text reads: "The server mail.state.nv.us at mail.state.nv.us requires a username and password." Below this, there are two input fields: "User name:" with a dropdown menu showing "JDoe" and "Password:" with a masked field of ten dots. A checkbox labeled "Remember my password" is positioned below the password field. At the bottom, there are "OK" and "Cancel" buttons.

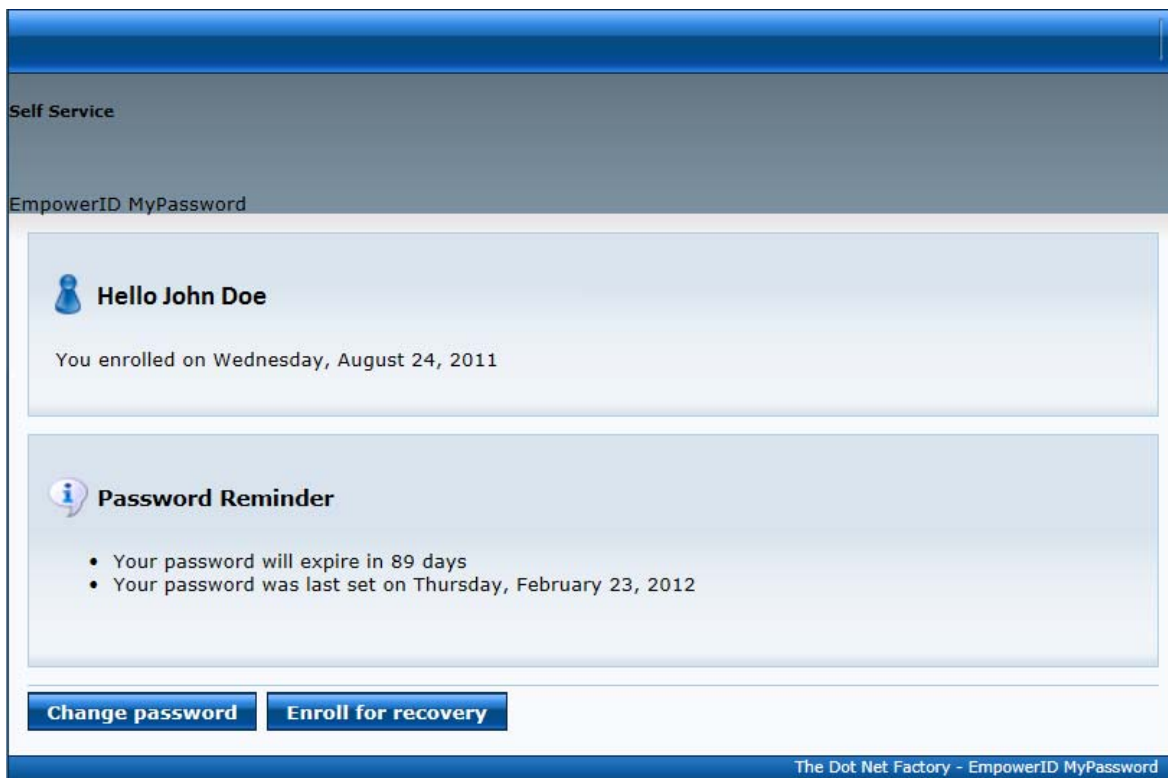
← Type your email user name

← Type your current email password

Once you have typed in your user name and password, click the OK button.

Changing your password:


Click the Change Password button in the pop up window shown below:




A web page titled "Self Service" for "EmpowerID MyPassword". It displays a personalized greeting: "Hello John Doe" with a user icon and the text "You enrolled on Wednesday, August 24, 2011". Below this is a "Password Reminder" section with an information icon and a list of two items: "Your password will expire in 89 days" and "Your password was last set on Thursday, February 23, 2012". At the bottom, there are two prominent blue buttons: "Change password" and "Enroll for recovery". The footer text reads "The Dot Net Factory - EmpowerID MyPassword".

Self Service


EmpowerID MyPassword

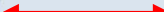
 **Password Reminder**

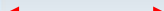
- Your password will expire in 89 days
- Your password was last set on Thursday, February 23, 2012

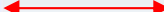
 **Domain Policy Requirements**

- Password must meet complexity requirements
- The minimum password length is 8 characters
- Your last 3 passwords may not be reused
- The policy requires your password to be changed every 90 days

 **Change Password**

Current Password:  Type your current email password

New Password:  Type a new email password

Confirm New Password:  Re-Type the new email password

The Dot Net Factory - EmpowerID MyPassword

Once you have typed your current and new password click the Change button.

YOU WILL NOT RECEIVE the pop-up window confirming that your password has successfully been changed if the new password does not meet the complexity requirements listed below:

Eight (8) characters or longer

Contain an UPPER case and lower case letter

Contain a number

Contain a symbol

Not be closely related to the last three (3) used passwords

Not any part of your email USERID

Enrolling in password recovery:

Click the Enroll for recovery button in the screen shot below:

The screenshot shows the 'Self Service' page for 'EmpowerID MyPassword'. At the top, it says 'Self Service' and 'EmpowerID MyPassword'. Below that, there is a user greeting: 'Hello John Doe' with a profile icon. Underneath, it states 'You enrolled on Wednesday, August 24, 2011'. A 'Password Reminder' section follows, with an information icon and two bullet points: 'Your password will expire in 89 days' and 'Your password was last set on Thursday, February 23, 2012'. At the bottom of the main content area, there are two blue buttons: 'Change password' and 'Enroll for recovery'. The footer of the page reads 'The Dot Net Factory - EmpowerID MyPassword'.

Answer the questions marked **(REQUIRED)** in the screen shot below:

The screenshot shows the 'Self Service' page for 'EmpowerID MyPassword - Answer Questions'. It contains three required questions, each marked with a question mark and exclamation point icon. The first question is 'Please answer this question (REQUIRED)' with the text 'What is your State Employee ID' and an empty text input field. The second question is 'Please answer one of these selectable questions (REQUIRED)' with a dropdown menu showing 'The color of your first car' and an empty text input field. The third question is 'Write your own question and answer (REQUIRED)' with two input fields labeled 'Question' and 'Answer', and a red arrow pointing from the 'Question' field to the 'Answer' field. At the bottom left, there is a checked checkbox labeled 'Hide Answers' and two buttons: 'Save' and 'Cancel'. The footer of the page reads 'The Dot Net Factory - EmpowerID MyPassword'.

Please note: To see your answers while typing click the Hide Answers check box to remove the checkmark.

If you don't have a State Employee ID you can use any four (4) or five (5) digit number that you can remember.

*****You have already enrolled for the password recovery but it will not take your answers*****

This means your profile has become corrupted. Don't worry this happens to some people. What you will need to do is just re-answer your questions.