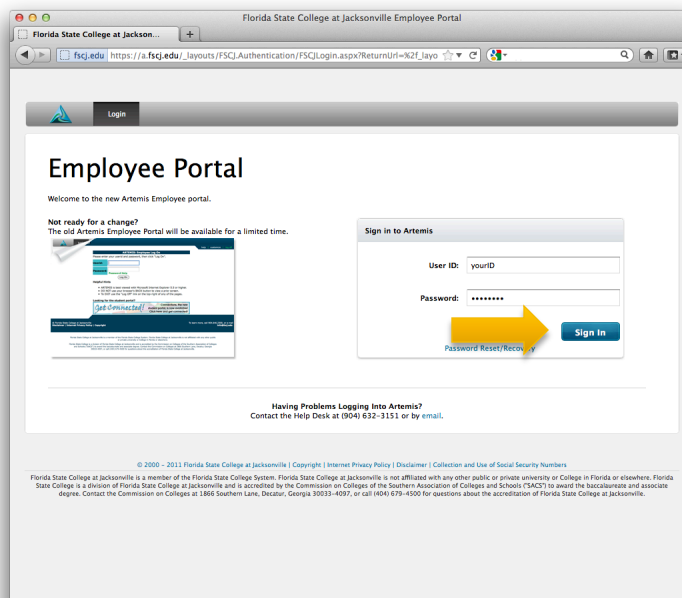


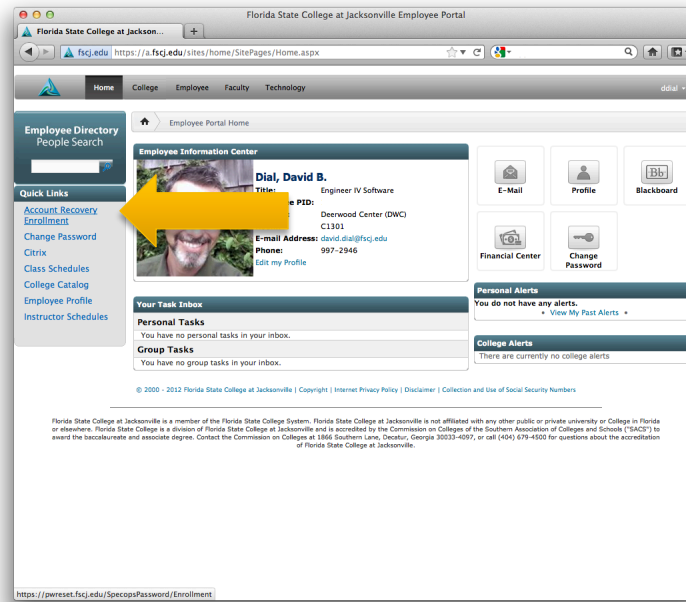
Password Reset Enrollment Tutorial

Enrolling in the password reset system is a simple process that could potentially save you a lot of time if you forget your password in the future. Perhaps the only difficult part is choosing your favorite challenge questions.

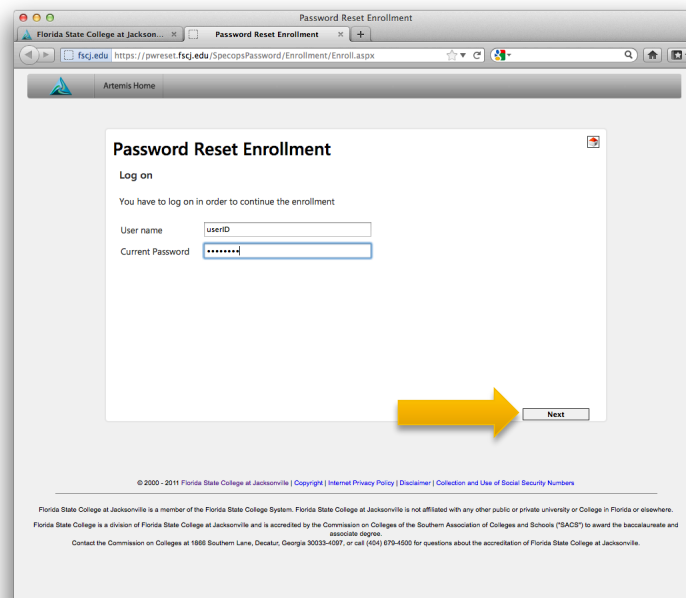
1. Open your web browser and take your preferred route to get to the Artemis Employee Portal or simply click this link: <https://artemis.fscj.edu/employee/>
2. Sign in to the Artemis Employee Portal using your standard employee ID and password (*not your friendly name*).



3. On the Home page, click "Account Recovery Enrollment" in the Quick Links area on the left.

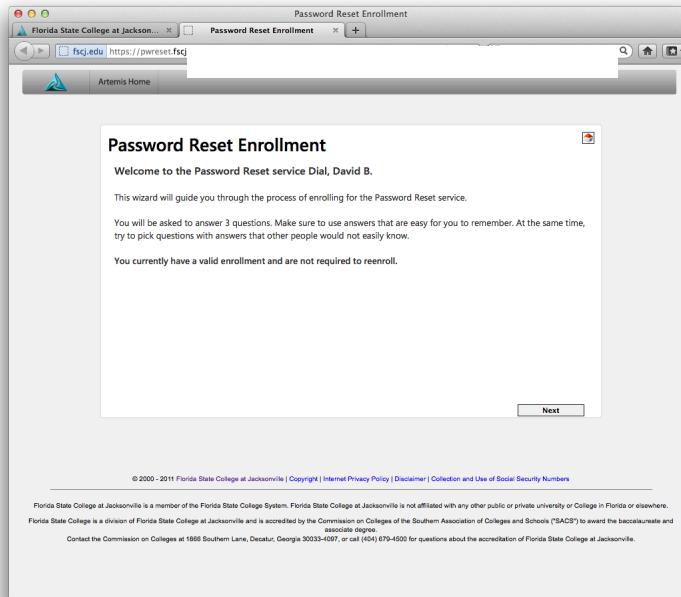


4. The Password Reset Enrollment system will appear in a new tab or window. Log on to the system by again entering your standard employee ID and password and clicking the "Next" button.



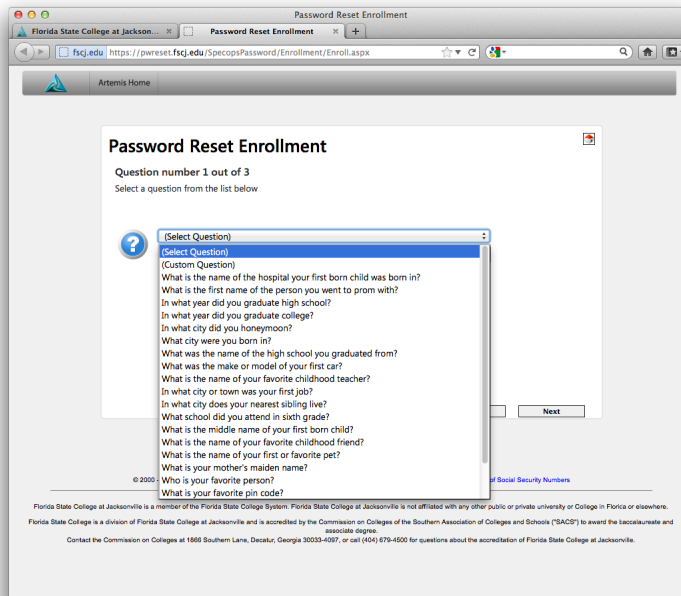
5. The next screen will welcome you to the system and give you some simple guidelines on selecting your challenge questions. It will also notify you if you have already completed the enrollment. *If you would like to change your questions in the future, you*

will be able to repeat this process.



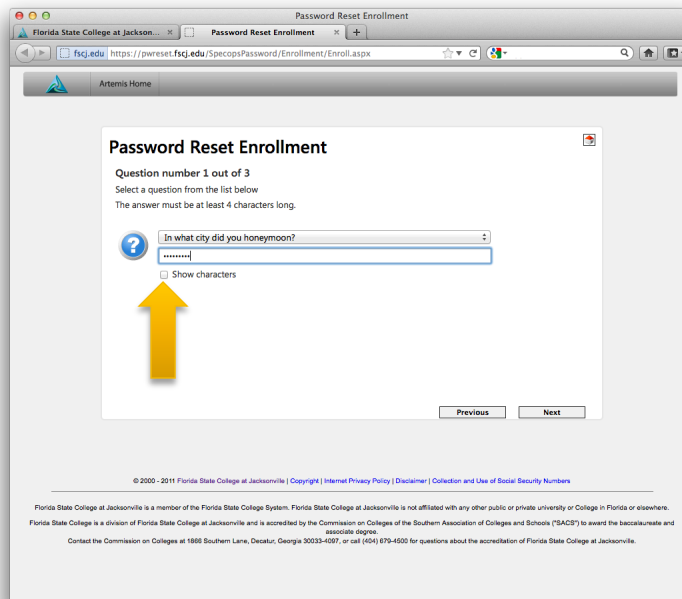
Read the guidelines and click Next.

6. The next screen will allow you to select your first challenge question. Click "Select Question" and choose a question from the drop-down menu.



7. Type the answer to your chosen question in the field below it. By default, the characters will not be visible. Click the "Show characters" box to make them visible and confirm

accurate spelling.

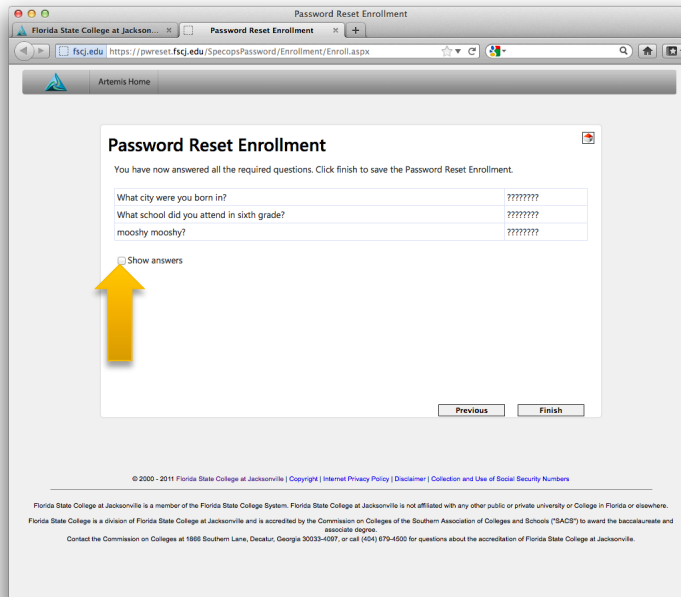


8. Click next and repeat the process for the next two questions. The same set of questions (minus any you have already used) are available for each of your choices.

Note that you can create **one** custom question. We recommend reserving it for your last challenge question. *You will receive an error that requires beginning anew if you click the "Previous" button after entering a custom question.*

9. Clicking "Next" after entering the answer and checking the spelling of your third challenge question will take you to a review screen. Confirm your questions and click

the “Show answers” box to confirm the accurate spelling of your answers.



10. Click “Finish” to move to the final confirmation screen. If everything has worked correctly, it will notify you of your successful enrollment. You can now close this tab or window and rest assured that next time you need help with your password, you’ll be empowered to take care of it yourself.

