



**De La Salle-College of Saint Benilde
Digital Technology Office**

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**User's Manual
Password Management System
Version 1.0**

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Document Version History

Date	Version	Description	Author
6/22/20	1.0	Password Management System User's Manual	Amancio Maranion Jr.



Table of Contents

I.	How to access Password Management System?.....	4
II.	Steps to reset your password.....	4
III.	Steps to register/update your alternate email address.	7
IV.	Steps to change your password.....	8



I. How to access Password Management System?

1. Open any web browser.
2. Go to apps1.benilde.ed.ph/password

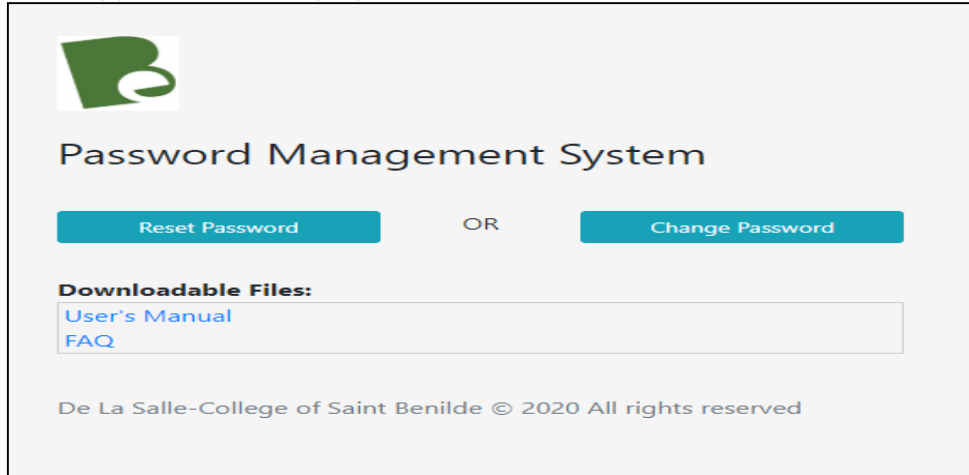


Figure 1. Online Password Reset Management System Home Page.

II. Steps to reset your password

1. Click Reset Password Button
2. Enter your Benilde Infonet Username and Alternate Email.

For Students: ID Number (ex. 11866666)

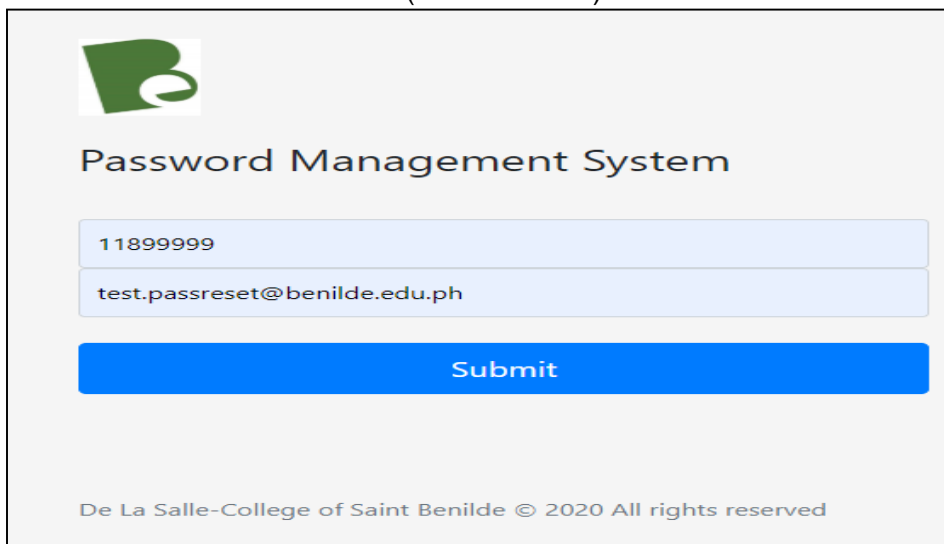


Figure 2a. Online Password Reset Management System Login Page – Infonet Account for Students.



For Associates: Infonet account (ex. Passrett)

Figure 2b. Online Password Reset Management System Login Page – Infonet Account for Associates

3. Click **Submit** Button.
4. Once submitted, the reset password link will be sent to your alternate email.



Figure 3. Online Password Reset Management System – Reset Password email notification.



5. On your alternate email, click the **Click here** link on the Password Reset email you received. You will be directed on Figure 4a. Online Password Management System – Reset Password Page.

The screenshot shows the "Password Management System" interface. At the top left is a green logo with a white 'e'. Below the logo is the title "Password Management System". Underneath, it says "Infonet Account: 11899999". There are two input fields: "New Password" and "Re-enter New Password". A blue button labeled "Change Password" is positioned below the input fields. At the bottom, there is a copyright notice: "De La Salle-College of Saint Benilde © 2020 All rights reserved".

Figure 4a. Online Password Management System – Reset Password Page.

6. Enter desired New Password.
7. Re-enter the desired New Password.
8. Click on **Change Password** button to submit.
9. A Successful notification will prompt on the screen for a successful password reset. An email notification is also sent to your alternate email address.

The screenshot shows the "Password Management System" interface after a successful password reset. At the top left is the same green logo with a white 'e'. Below the logo is the title "Password Management System". A yellow notification box contains the text: "Saving password successful. Please note that your new password will take effect in an estimated time frame of 20 minutes." Below the notification are two input fields: "Infonet Account" and "Alternate Email". A blue button labeled "Submit" is positioned below the input fields. At the bottom, there is a copyright notice: "De La Salle-College of Saint Benilde © 2020 All rights reserved".

Figure 4b. Online Password Management System – Successful Password Reset notification.



III. Steps to register/update your alternate email address.

1. For students:
 - a. Login to apps.benilde.edu.ph/sis/. On the Menu, choose Contact Info.
 - b. Set an alternate email on the Email text box under Contact Infotab.

Figure 5a. Student Information System – Set alternate email address.

2. For Associates:
 - a. Login to apps1.benilde.edu.ph/hris/.
 - b. On the landing page, select **Email** from the drop down list of **Add contact info** and write the desired email address. Click Add button to submit.

Figure 5b. HRIS Main Page – Set Alternate email address



IV. Steps to change your password

1. On the Password Management System home screen (Figure 1. Online Password Reset Management System Home Page), click on the **Change Password** button.
2. Login using your Benilde Infonet account and Password.

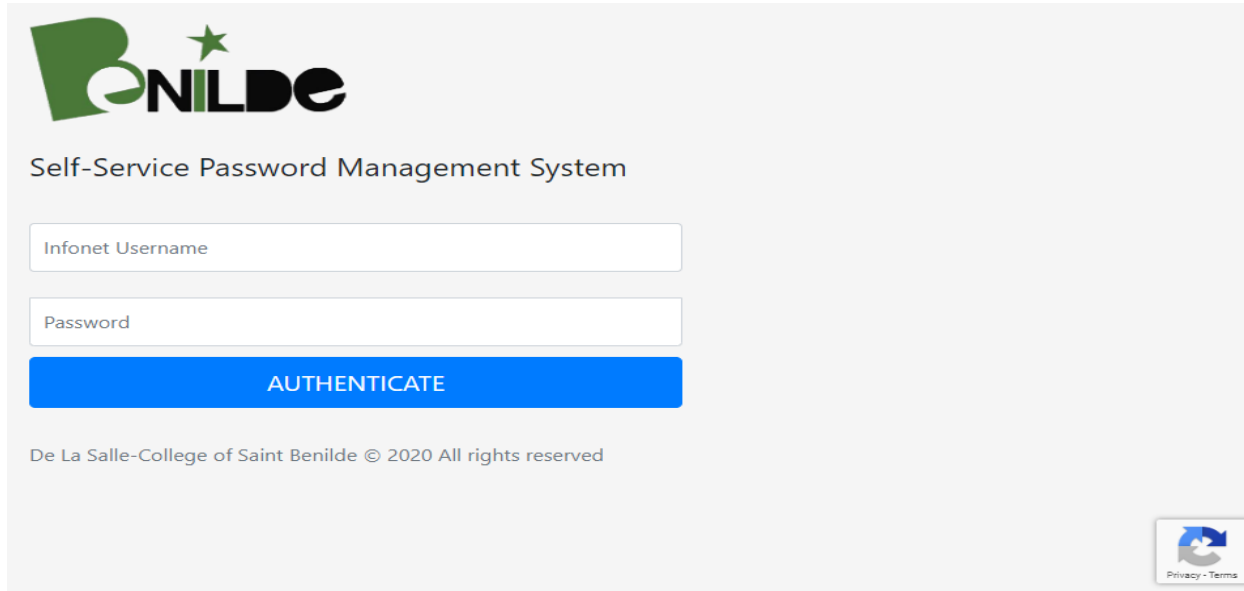


Figure 6a. Online Password Management System – Change Password login page

3. Once logged on, enter your current password
4. Enter desired new password
5. Re-enter the desired new password
6. Click on **Change Password** button.

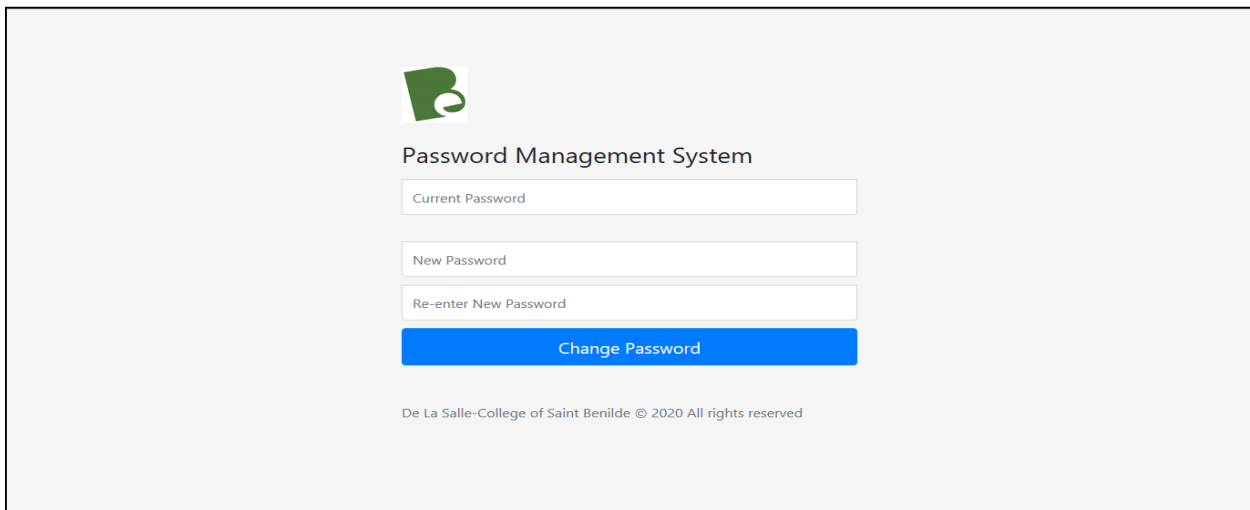


Figure 6b. Online Password Management System – Change Password menu screen.



7. A Successful notification will prompt on the screen for a successful password reset

Figure 6c. Online Password Management System – Successful Change Password notification

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Date: June 22, 2020	Date: July 1, 2020	Date: July 1, 2020