



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

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**User's Manual
Password Management System
Version 1.1**

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Document Version History

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INFORMATION TECHNOLOGY DEPARTMENT

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I. How to access Password Management System?

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

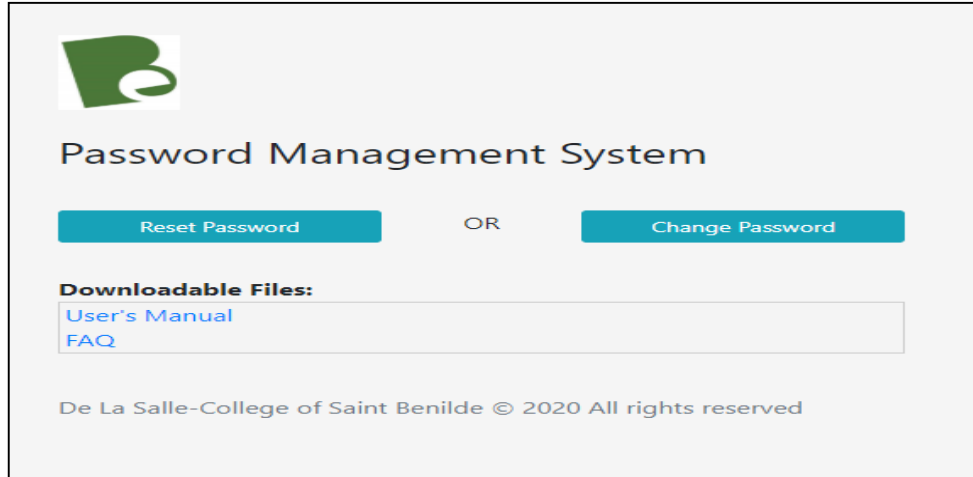


Figure 1. Online Password Reset Management System Home Page.

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)

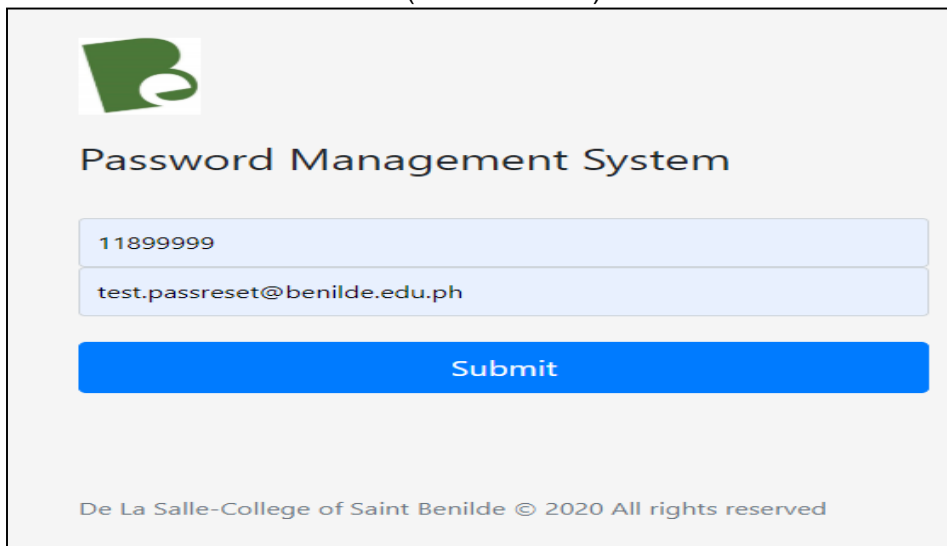


Figure 2a. Online Password Reset Management System Login Page – Infonet Account for Students.



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 it is the title "Password Management System". The "Infonet Account:" field is populated with "11899999". There are two input fields: "New Password" and "Re-enter New Password". A prominent blue button labeled "Change Password" is centered below the input fields. At the bottom, a footer reads "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 it 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 this are two input fields: "Infonet Account" and "Alternate Email". A prominent blue button labeled "Submit" is centered below the input fields. At the bottom, a footer reads "De La Salle-College of Saint Benilde © 2020 All rights reserved".

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



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

1. For students:

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

The screenshot shows the 'CONTACT INFO' tab in the Student Information System. At the top, there is a green header with 'De La Salle-College of Saint Benilde Student Information System' and a user greeting. Below the header, there is a form with the following elements:

- A text input field for 'Email' with a red border and a warning message: 'Please enter/save your valid personal email address.'
- A note: 'Note: You will be receiving your enlistment /pre-enrollment records through your Benilde email address. Benilde Email: passreset.benilde.edu.ph
- A section for mobile numbers with the format '09171238899' and three input fields labeled 'Mobile 1', 'Mobile 2', and 'Mobile 3', each with a 'Be In' icon.
- A subscription section: 'Subscribe to Be In to receive important announcements from DLS-CSB?' with radio buttons for 'Yes' (selected) and 'No'.
- 'Save' and 'Back' buttons.
- A 'Save these' section with a 'Be In Official Numbers' logo and a list of phone numbers in two columns:

09171896272	09171673272
09171898272	09171669272
09173239272	09171672272
09992220272	09171671272
09992250272	09171766272
09992260272	09171763272
09992270272	09171764272
09171670272	09171765272
- A 'MENU' sidebar on the right with options: Home, Flowchart, Clearance, Enrollment Record, Current Enrollment Record, Print EAF, Contact Info, Parents Portal, and Online Application of Excess Payment (Refund).

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

2. For Associates:

- Login to apps1.benilde.edu.ph/hrdbweb/.
- On the menu, choose Personal Info.
- On the Personal Info, click Update Contact Info. Select **Email** from the drop down list of **Add contact info** and write the desired email address. Click Add button to submit.

The screenshot shows the 'HRDB Web' interface. At the top, there is a green header with 'De La Salle-College of Saint Benilde HRDB Web'. Below the header, there is a form with the following elements:

- 'Personal Info' section with fields for 'Name' and 'ID Number'.
- 'Contact Information' section with a dropdown menu set to 'Mobile' and an 'Add' button.
- A table showing the added contact information:

Location	Contact Info	Action
E	alternate@email.com	Remove
F		
M		Remove
- A subscription section: 'Subscribe to Be In' with radio buttons for 'Yes' (selected) and 'No', and a 'Save' button.
- A 'Back' button.

Figure 5b. HRDB Web– 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.

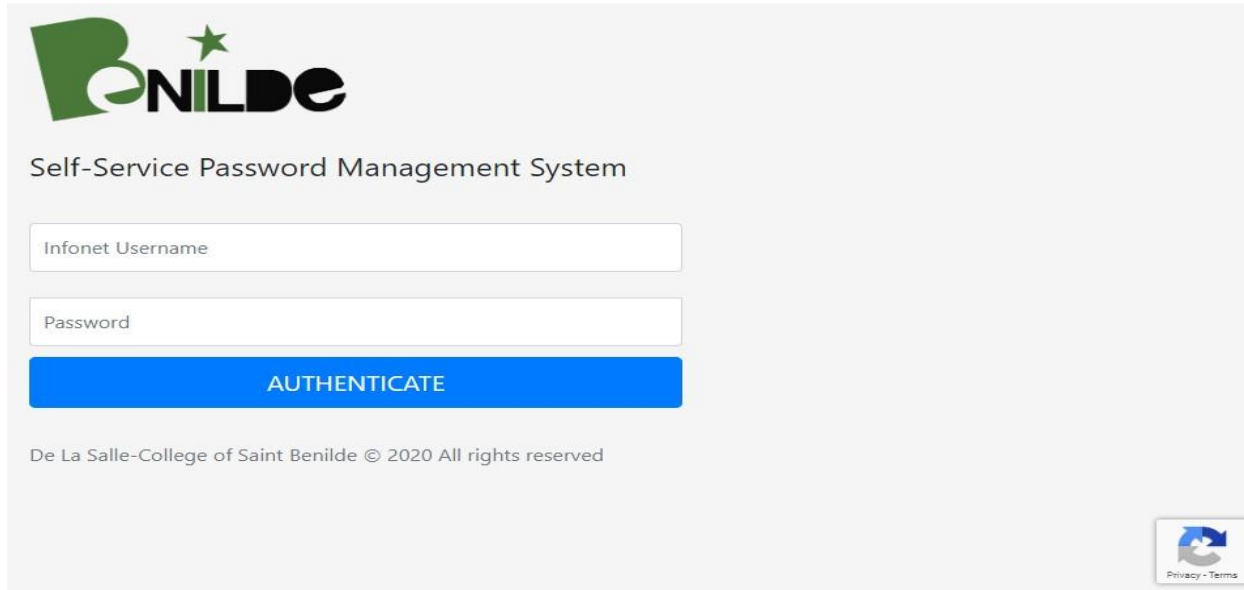


Figure 6a. Online Password Management System – Change Password login page

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.

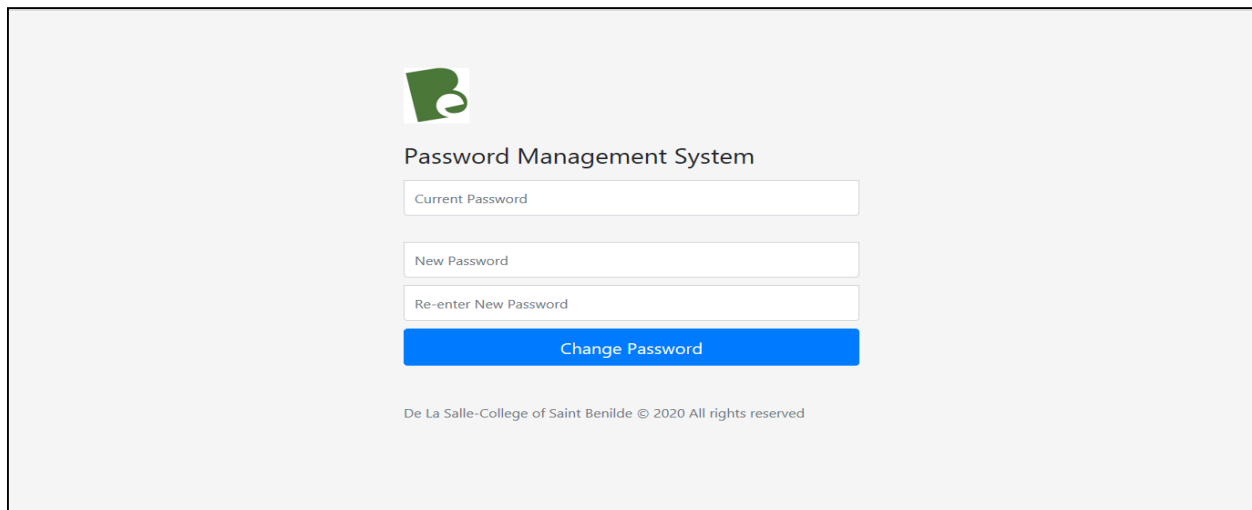



Figure 6b. Online Password Management System – Change Password menu screen.



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



Password Management System

Saving password successful. Please note that your new password will take effect in an estimated time frame of 20 minutes.

Infonet Account

Alternate Email

Submit

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

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