



You can also use the password reset system called Manage My Account (MYA). Using MYA, you can set questions and answers to enable you to reset your own account. If you have forgotten your password or locked your MYA account, the system will allow you to reset it.

1. Go to [MYA](#)
2. At the login screen make sure the Domain is 'insearch1' and enter your username. Then click 'OK' to continue



Enter Your User Name
To verify your identity, type your user name, and then click OK.

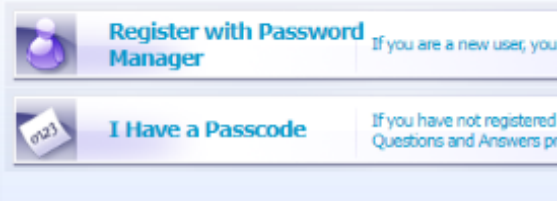
User name:


X F T Q 7 


Enter the characters you see on the picture:

OK

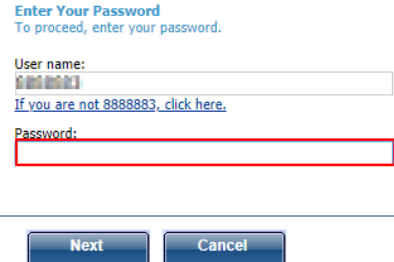
3. Once you have logged into MYA, click 'Register with Password Manager'



 **Register with Password Manager** If you are a new user, you

 **I Have a Passcode** If you have not registered Questions and Answers pr

4. Then enter your password and click 'Next'



Enter Your Password
To proceed, enter your password.

User name:

[If you are not 8888883, click here.](#)

Password:

Next Cancel

5. Answer the three security questions and click 'Finish'

Configure Your Questions and Answers Profile
Provide answers to these questions and make sure you
to allow you to reset your forgotten password and unl
Your answers must comply with the policy requiremer

Language of questions and answers: English

Hide my answers for security purposes

Question:
What is your date of birth? (birthday in ddmmyyyy)
Answer:

Confirm answer:

Question:
What is your favourite hobby?
Answer:

Confirm answer:






Select a question:
< Please select your question >
Answer:

Confirm answer:

I agree that Password Manager will store my pers

6. Click on the 'Go to home page' link. Now that you have registered you can reset your password, change your password and unlock your account

Register with Password Manager by creating your Questions and Answers profile and use the tools below to manage your password account.

	Forgot My Password	Set your new password by answering a series of private questions.
	Manage My Passwords	If you know your current password, you can securely change all your passwords.
	My Questions and Answers Profile	Configure your personal Questions and Answers profile that will allow you to reset your or unlock your account in the future.
	My Alerts	Select events that you want to be notified about, such as when your password was changed or your account was locked.
	I Have a Passcode	If you have not registered with Password Manager and forgot your password, click here to create your Questions and Answers profile using your passcode.
<input type="button" value="Disabled Tools"/>		