# Audience: Non-DEED Partner Contracted Employees (ONLY)

***DEED Employees should not use this tool for password resets.***

Intended use: Typicly 30% or more of helpdesk calls, are directly related to User Password issues (forgotten passwords, typo, capslock on, etc), this tool was purchased to allow you to manage your own password resets to quickly provide you with a solution to resolve password issues, and is intended to reduce the cost and support required to provide you access to the DEED Reporting Services Web Portal and reports.

SSRPM application: is an Active Directory Account **self service password reset tool tool** that is licenced at a cost for each client using this service. This tool is nessesary for Non-DEED Employees because your Active Directory Accounts have been setup specificly only to support your security access to the DEED Reporting Services Portal unlike other direct DEED Employees. This tool is nessesary because DEED does not manage your employment or recieive information from your HR Departments typicly used in an enterprise environment to manage, maintain and organize security access to network resources via User Active Directory Accounts.

Accessibility: Support for the SSRPM Tool and Enrollment process for Individuals with visual impairments can be provided by the DEED.servicedesk@state.mn.us, 651-297-1111

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# Self Services Reset Password Management SSRPM tool Web Portal:

To access the website to Enroll and Reset your Password, web browse to: <https://ssrpm.deed.state.mn.us>

## Enrolling in the SSRPM Tool:

The first step is to enroll – click the Enroll into SSRPM



### Enter your login name and current password and then click Continue

(Note: Domain name is already defaulted to MNDEEDDOM for you)

Selecting your personal reminder questions and answers:



Select three questions from the drop-down list of questions and answer/confirm each question

### Confirming your Enrollment in the SSRPM Tool:

Once you have selected and answered the challenge questions click **Enroll**



You should receive the above message if the enrollment process completed successfully – click **Close** to exit the website, or click **Home** to return to the main SSRPM page

## Resetting your password:



Once enrolled you can change or reset your password if you ever forget your password – from the main SSRPM page click the **Change password** or **Forgot my password** button

 

Enter your login name and click **next**

### Confirming your personal Questions and Answers to Reset your Password:



You will be presented your three challenge questions – answer each of these three questions, enter and confirm a new password and then click **Reset Password**



You should receive the above message if the password reset process completed successfully.

## Additional Information and Help

### For Assistance with your Password—Contact: DEED.servicedesk@state.mn.us

### MN.IT Services @ DEED Service Desk 651-297-1111

MN.IT Services @ DEED Service Desk will be able to assist you with password resets or other password related support questions, including any assistance with your Active Directory account, or SSRPM tool.