



Antalya International University

Enterprise Directory

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Self-Enrollment

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Self-Service Password Management

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Document Name: AIU_Enrollment_Rev03.Docx

Last saved: Monday, 24 October, 2016 by Tuncer Demirtaş , Version: October, 2016

, Printed: 10/24/2016 9:34:00 AM,

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Dear Antalya International University Members,

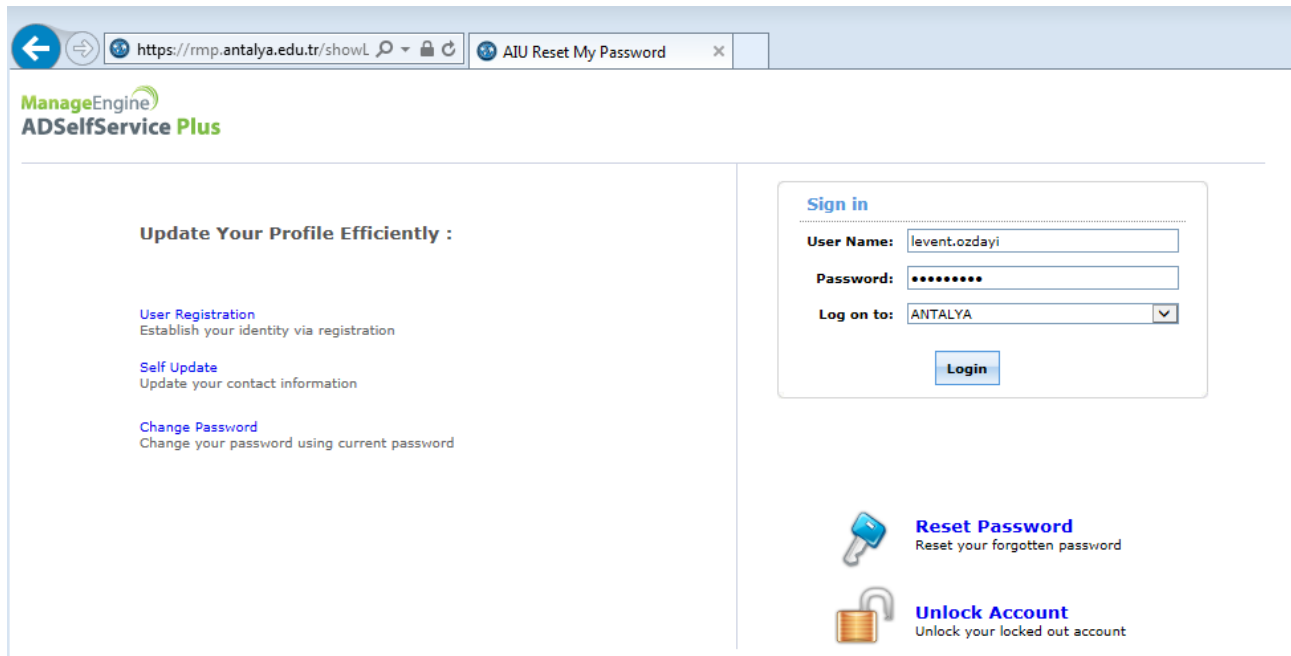
We have deployed a portal to provide you self-service portal for two service, all members should enroll this system to complete the enterprise directory and self-service password tool.

How to access the Self-Service Portal?

It's very easy to use! All you have to do is enroll yourself by clicking on the link given below to make use of this facility.

<https://rmp.antalya.edu.tr>

Alternatively, you can also use your smartphone or tablet to enroll by typing URL address given above.



The screenshot shows a web browser window with the URL <https://rmp.antalya.edu.tr/showL> and a tab titled "AIU Reset My Password". The page header includes the "ManageEngine ADSelfService Plus" logo. The main content area is divided into two columns. The left column, titled "Update Your Profile Efficiently :", contains three links: "User Registration" (Establish your identity via registration), "Self Update" (Update your contact information), and "Change Password" (Change your password using current password). The right column features a "Sign in" section with a "User Name" field containing "levent.ozdayi", a "Password" field with masked characters, and a "Log on to:" dropdown menu set to "ANTALYA". A "Login" button is positioned below these fields. Below the "Sign in" section, there are two additional options: "Reset Password" (Reset your forgotten password) and "Unlock Account" (Unlock your locked out account), each accompanied by a small icon.

- Log in to ADSelfService Plus using your domain credentials.

How to Enroll with ADSelfService Plus?

FOR YOUR INFORMATION: How ADSelfService Plus verifies your identity?

- **Security Questions & Answers:** During enrollment, you either choose or write your own security questions, and store their answers. In future when you forget password and need to reset it (or unlock account), ADSelfService Plus will ask you these questions. Right answer establishes your identity and permission to self-service password.
- **Verification Code:** While enrolling with ADSelfService Plus, you will provide mobile number/email address. Whenever you request password reset or account unlock, ADSelfService Plus will send you a piece of code to registered mobile number/email ID. You will have to enter this code into ADSelfService Plus to self-reset password.

Steps to be followed to enroll using Security Questions and Answers:

1. Start and log into ADSelfService Plus with your respective domain credentials.
2. Click on the Enrollment tab.
3. Select the Security Questions & Answers tab.
4. At this stage, you will be provided with any or all of the following options .

The screenshot shows a web interface for setting security questions. It features two question prompts, each with a text input field and two masked answer input fields. The first question is "What is your mother's maiden name ?" and the second is "What is your favourite colour ?". Below the questions, there is a checkbox labeled "Hide Answer(s)" which is currently checked.

Steps to be followed to enroll using Verification Code:

1. Launch ADSelfService Plus.
2. Log into ADSelfService Plus with your respective domain credentials
3. Click on the Enrollment tab
4. Select the Verification Code tab
5. At this stage, you will be provided with any or all of the following
 - o Send the Verification Code to E-Mail address
 - o Send the Verification Code to Mobile number

The screenshot shows the "Verification Code" tab in the enrollment process. It has two sub-sections: "Register Your Mobile Number(s)" and "Register Your Email Address(es)". Each section contains a text input field with a "+" button next to it. Below these sections, there is a blue "Update" button.

6. In case of both the options being available, enroll into this application by providing the respective details.


Post enrollment progress: (Do not skip this step)



Successfully Updated the Registration.

Click on [My Info](#) to edit your own details.

You will see the message above just after your enrollment to ensure your registration. Next step you have to update your information as image below by clicking "My Info" link. You may upload your photo by clicking on portrait. Please fill all the fields as example below.




ANTALYA INTERNATIONAL UNIVERSITY

Welcome, **Levent Özdayı**
[Sign Out](#)

[My Info](#) [Change Password](#) [Enrollment](#) [Link Accounts](#)

Self Update

Update your personal information, such as contact details, in this page. [Mobile Access](#) [Help](#)



General * Mandatory

Description : * Telephone Number : *

Office : * Web Page :

Contact

Home Phone : Fax :

Pager : IP Phone :

* Mobile : *

Address

Street : * State : *

PO Box : Zip :

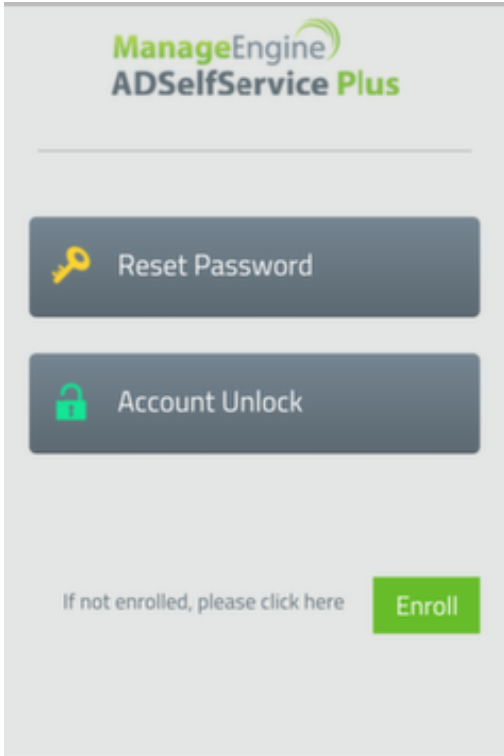
City : *

[Update](#)

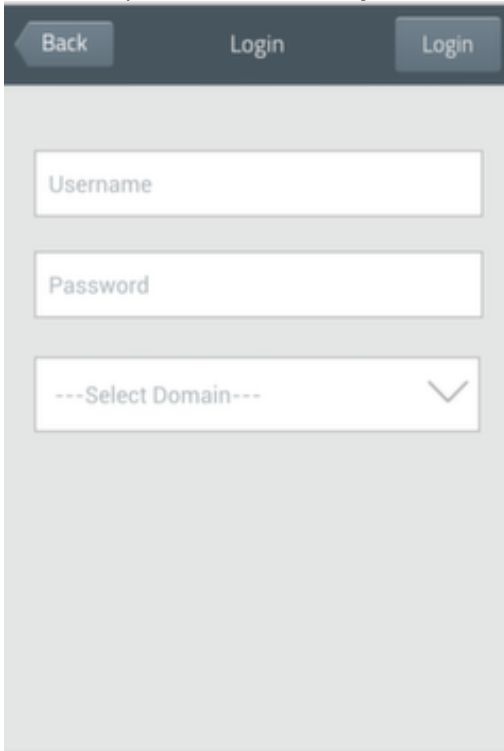
How to enroll for self-service from your Mobile Device?

1. Access ADSelfService Plus from your mobile's web browser by typing <https://rmp.antalya.edu.tr>

1. Tap the **Enroll** button

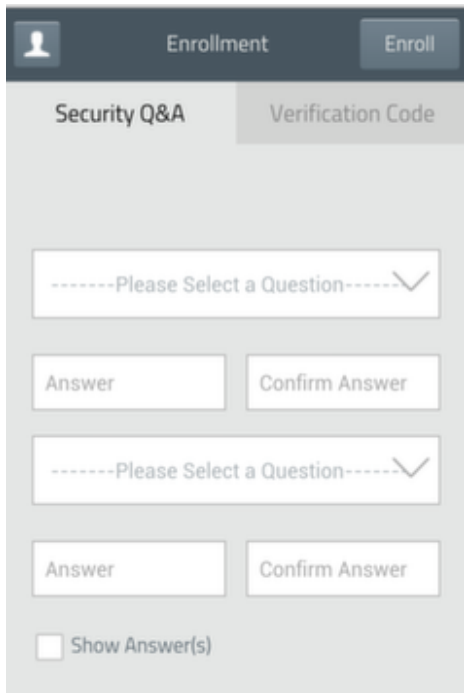


3. Enter your **username, password** and select the **domain to log on**, and then tap **Login**



4. Based on the identity verification method chosen by your administrator, you will have to enter the necessary details

5. If Security Q & A method is enabled, then choose the Security Questions of your choice and provide answers



The screenshot shows a mobile application interface for enrollment. At the top, there is a dark header with a person icon, the text "Enrollment", and an "Enroll" button. Below the header, there are two tabs: "Security Q&A" (which is active) and "Verification Code". The "Security Q&A" section contains two identical question input fields, each with a dropdown menu showing "-----Please Select a Question-----" and a checkmark icon. Below each question field are two text input fields labeled "Answer" and "Confirm Answer". At the bottom of the form, there is a checkbox labeled "Show Answer(s)".

6. If Verification Code method is enabled, then tap the Verification Code tab and enter your mobile number and / or email address. You can also add your secondary mobile number and email ID by tapping the plus icon. Once you have entered all the details, tap the **Update** button to finish the process.

How to reset your forgotten password?

Access ADSelfService Plus through a web browser. On the right half of ADSelfService Plus, you have two links: one labeled “Reset password” and the other “Unlock account”

Click on the “Forgot Password” button.

You will be asked to give your username.

The screenshot shows a web form titled "Reset Your Password" with a sub-header "Please provide your user name and domain name." It features two input fields: "Domain User Name" with a placeholder "(Example : Jsmith)" and "Domain Name" with a dropdown menu showing "ANTALYA". Below these is a CAPTCHA section with the instruction "Type the characters you see in the picture below." The CAPTCHA image displays the characters "2tmmbb" in green. A text input field for the CAPTCHA is shown below the image, with a note "Letters are not case-sensitive" and a refresh icon. At the bottom are "Continue" and "Cancel" buttons.

After you provide username, you will be directed to the page where you can authenticate yourself.

Answer to Security Question(s) just like you did during enrollment phase. This proves that it is indeed you who is requesting for password reset.

The screenshot shows a web form titled "Security Questions" with a sub-header "Please answer the following question(s) as per your enrollment profile to reset your password." It includes two questions: "What is your mother's maiden name?" and "What was the name of your elementary / primary school?", each with an "Ans:" input field. Below the questions is a CAPTCHA section with the instruction "Type the characters you see in the picture below." The CAPTCHA image displays the characters "h97ri7" in green. A text input field for the CAPTCHA is shown below the image, with a note "Letters are not case-sensitive" and a refresh icon. At the bottom are "Continue" and "Cancel" buttons. A timer in the top right corner indicates "Time left for this operation : 04:55".

The final step in all the above mentioned cases is - of course - to reset your password. Please use at least 8 characters long password containing one capital letter and one numeric character.



Reset Password
Please enter a new password in the boxes below:

Domain Password Policy Requirements


- The minimum password age is 0
- The maximum password age is 0
- The minimum password length is 8
- No. of Passwords Remembered is 0
- The password complexity property is Disabled

Reset Password

New Password :

Confirm New Password :

Type the characters you see in the picture below.



Letters are not case-sensitive

You will get password change confirmation. You may logon to our Campus Resources (computers, Wi-Fi network) by your newly created credentials. Email Access hosted by Microsoft Office 365 cloud will be sync in 30 minutes for your use.

✓ Active Directory - The password reset has been done successfully.

✓ std.antalya.edu.tr[Office 365 / Azure] - Your Office365Azure password has been successfully reset

[Back to home](#)