



How to Enroll with AccountSelfService?

Steps to be followed to enroll using Verification Code:

1. From the Account Self Service Portal, log into ADSelfService Plus with your respective domain credentials as shown in the below screenshot.

A screenshot of a "Sign in" form. The form has a title "Sign in" in blue. Below the title, there are three input fields: "User Name:" with the text "ondemandtest100", "Password:" with a masked password of ten dots, and "Log on to:" with a dropdown menu showing "SOURCEMED". Below these fields is a blue "Login" button.

Sign in

User Name:

Password:

Log on to:

[Login](#)

2. After logging in click the 'Click Here' link in the Welcome window as shown in the below screenshot.

A screenshot of a "Welcome!" message box. The box has a blue header with the text "Welcome! This portal offers you the power of password self-service!". Below the header, there is an icon of a person with a red head and a blue shirt. To the right of the icon is a bulleted list of three items: "Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!", "Self-service Account Unlock: Unlock the computer, when you are locked out of it.", and "Self-service Directory Update: Update the changes in contact details yourself! And more..". At the bottom of the box, there is a line of text "Enroll now to enjoy these benefits!" followed by a blue "Click Here" button.

Welcome! This portal offers you the power of password self-service!

- Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!
- Self-service Account Unlock: Unlock the computer, when you are locked out of it.
- Self-service Directory Update: Update the changes in contact details yourself! And more..

Enroll now to enjoy these benefits! [Click Here](#)

- From the Enrollment tab, register at least one email address. If you would like to register multiple email addresses click the “+” symbol, if you want to delete the additional email address fields click the red “X” as shown in the below screenshot.

WELCOME, **ondemandtest100**
[Sign Out](#) | [Personalize](#)

Change Password | **Enrollment**

User Registration

The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.

Verification Code

Register Your Email Address(es)

ondemandtest100@yahoo.com +

Enter your email id X

Enter your email id X

Enroll

- Click the Enroll button and Sign Out of the Account Self Service Portal.
- Congratulations!** You have now completed the requirements to securely reset your forgotten password and/or unlock your locked account.