



NYC DOE IdM Solution

Self Service Guide



Richard Cocchiara

Office of IT Security & Data Management

October 2018



What is included in Self Service?

Covered in this Guide

Not covered here

IdM Self Service Portal

<http://idm.nycboe.net/selfservice/Login.do>



Change your
Windows
Password

Change Security
Questions

Change your RACF
Account Password

Change Profile

Manage Systems
Access

Approve and
Review Requests

Delegate Activities




Change your Windows Password?

Browser address bar: <https://idmstg.nycboe.net/itim/self/Home.do>

NYC Department of Education Password & Profile Management


Welcome, shirley mantle Logoff

Password Reset 


Change Password
Use this link to change your password.

Change Security Questions
Use this link if you need to change the information required to log in when you have forgotten your password.

Change RACF Account Password
Use this link to change account password for "RACF Account" used for login to FAMIS, CPS, Personnel/Payroll and ATS.

My Profile 

Change Profile or Manage Systems Access
View and edit your personal profile and Request, Modify and Deactivate System Access.

My Activities 

Approve and Review Requests
View and take action on activities that are assigned to you.

Delegate Activities
Delegate your activities to another person or stop delegating your activities.

Copyright © 2018 The New York City Department of Education.



Click on Change Password.



Changing Your Windows Password

Home > Change password

Change Password

View the accounts to be affected by the password change and review the criteria for the new password. Then, specify a new password and click OK. All required fields are marked with (*).

1. View my accounts that will be affected by this password change.

User ID	Account Type	Description
mshirley	ED Service - Staff	Enterprise Directory Account - Staff
mshirley	AD Service	AD Service
mshirley	ITIM Service	
mshirley@Nycpublicschools.org	O365 Service	O365 Service

Page 1 of 1 Total: 4 Displayed: 4

You can use the same password to login to IdM portals, Windows, eMail and Enterprise Directory.

2. For security purposes, enter your current password.

Current password:

Enter your existing Windows password.

3. Review the criteria for my new password:

4. Change my password.

*New password:

*New password (confirm):

Enter your new password and repeat to confirm.

OK



Click OK.



Register your Security Questions?

Browser address bar: <https://idmstg.nycboe.net/itim/self/Home.do>

NYC Department of Education Password & Security

Welcome, shirley mantle

Password Reset

- Change Password**
Use this link to change your passwords.
- Change Security Questions**
Use this link if you need to change the security questions for your account.
- Change RACF Account Password**
Use this link to change account password for "RACF Account" used for login to FAMIS, CPS, Personnel/Payroll and ATS.

My Profile

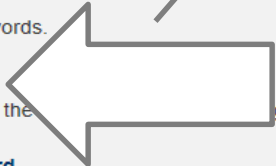
- Change Profile or Manage Systems Access**
View and edit your personal profile and Request, Modify and Deactivate System Access.

My Activities

- Approve and Review Requests**
View and take action on activities that are assigned to you.
- Delegate Activities**
Delegate your activities to another person or stop delegating your activities.

Copyright © 2018 The New York City Department of Education.

If you forget your Windows password you can reset it from this Portal after you correctly respond to your registered Security Questions.



Click on **Change Security Questions.**



Setting your Security Questions

Change Security Questions

Answer exactly 3 of the following questions to reset your password if you forget it.

In what city were you born?

What high school did you attend?

What is the name of your favorite pet?

What is the name of your first school?

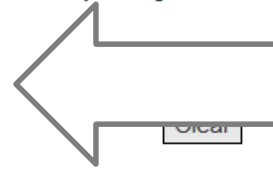
What is your favorite movie?

What is your mother's maiden name?

What street did you grow up on?

What was your favorite place to visit as a child?

Which phone number do you remember most from your childhood?

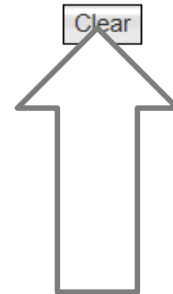


Respond to any three questions from this list.

Clear

Clear

Clear



Click on **Clear** if you want to reset an existing response.



Click OK.



Change your RACF Password?

Browser address bar: <https://idmstg.nycboe.net/itim/self/Home.do>

NYC Department of Education Password & Profile Management

Welcome, shirley mantle Logoff

Password Reset

- Change Password**
Use this link to change your passwords.
- Change Security Questions**
Use this link if you need to change the information required to log in when you
- Change RACF Account Password**
Use this link to change account password. **Click Change RACF Account Password.**

My Profile

- Change Profile or Manage Systems Access**
View and edit your personal profile and Request, Modify and Deactivate System Access.

My Activities

- Approve and Review Requests**
View and take action on activities that are assigned to you.
- Delegate Activities**
Delegate your activities to another person or stop delegating your activities.

Copyright © 2018 The New York City Department of Education.



Changing Your RACF Password

Your RACF password is shared across **FAMIS, CPS, Personnel/Payroll.**

Change RACF Account Password

View the accounts to be affected by the password change and review the criteria for the new password. Then, specify a new password and click OK. All required fields are marked with (*).

Select the accounts to be affected by the password change, then review the criteria for the new password, then specify a new password in the fields below and click OK to change your password. Click the Cancel button to cancel without changing your password. All required fields are marked with (*).

1. View my accounts that will be affected by this password change.

<input type="checkbox"/> Select All ▲	User ID	Account Type	Description	Ownership Type
<input checked="" type="checkbox"/>	LWORLY	RACF DOE Service	RACF Account	Individual

Page 1 of 1 Total: 2 Displayed: 2 Selected: 1

Select the RACF User Id for which you are changing your password.

2. For security purposes, enter your current password.

Current password:

Enter your existing Windows password.

3. Review the criteria for my new password:

You can review RACF password rules by clicking here.

4. Change my password.

*New password:

*New password (confirm):

Enter your new RACF password and repeat to confirm.

Click OK.




Add Personal Contact Info?

Browser address bar: <https://idmstg.nycboe.net/itim/self/Home.do>

NYC Department of Education Password & Profile Management


Welcome, shirley mantle Logoff

Password Reset 


Change Password
Use this link to change your passwords.

Change Security Questions
Use this link if you need to change the information required to log in when you have forgotten your password.

Change RACF Account Password
Use this link to change account password for "RACF Account" used for login to FAMIS, CPS, Personnel/Payroll and ATS

My Profile 

Change Profile or Manage Systems Access
View and edit your personal profile and Request...

My Activities 

Approve and Review Requests
View and take action on activities that are assigned to you.

Delegate Activities
Delegate your activities to another person or stop delegating your activities.

Click on **Change Profile or Manage Systems Access**

Copyright © 2018 The New York City Department of Education.



View your Profile

Change Profile or Manage Systems Access

Change the profile information below. When you are done reviewing and changing information on each tab and on the role click OK. All required fields are marked with an asterisk.

* Employee Info	* First name mantle
Department	
Work Contact Info	* Last name m
Personal Contact Info	* Email ey
System Access Forms	Initials W
Business Information	Display name
DOE Attributes	* Employee Type Charter Schools
	* EmployeeID 8885720
	DOE File Number 561751753
	Preferred user ID mshirley
	District Borough Number (DBN) 49K907
	Role Assignment Attributes

To change personal information click on the **Personal Contact Info** tab.

Employee Information is pre-filled from the IdM system and cannot be changed.



Changing your Personal Contact Information

Welcome, shirley mantle

Home > Change profile or Manage Systems Access

Change Profile or Manage Systems Access

Change the profile information below. When you are done reviewing and changing information on each tab and on the role assi click OK. All required fields are marked with (*).

* Employee Info	Home Phone	<input type="text"/>
Department		
Work Contact Info	Mobile	<input type="text"/>
Personal Contact Info		718-555-1212
System Access Forms	Non-DOE Email	<input type="text"/>
Business Information		mshirley@gmail.com
DOE Attributes	Notes	<input type="text"/>
<input type="button" value="Submit"/>		

You can modify your **Personal Contact Info** here.

Click **Submit** when you are done.



View your Request

Welcome, shirley mantle

Home > Change profile or Manage Systems Access > Request submitted

Request Submitted: Change Profile

You have submitted a request. Below is the information available to you at this time.

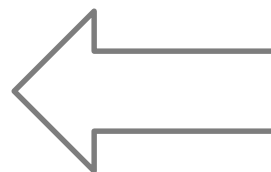
Request Detail

Request ID: 9048417416029113156
Date submitted: October 16, 2018 11:50:40 AM
Request type: Change Profile or Manage Systems Access
Account/Access: shirley mantle

Related Tasks

Go to [Change Profile or Manage Systems Access](#) page

To perform other tasks go to the [Home](#) page.



Your request is submitted. The IdM solution will update your personal contact information.