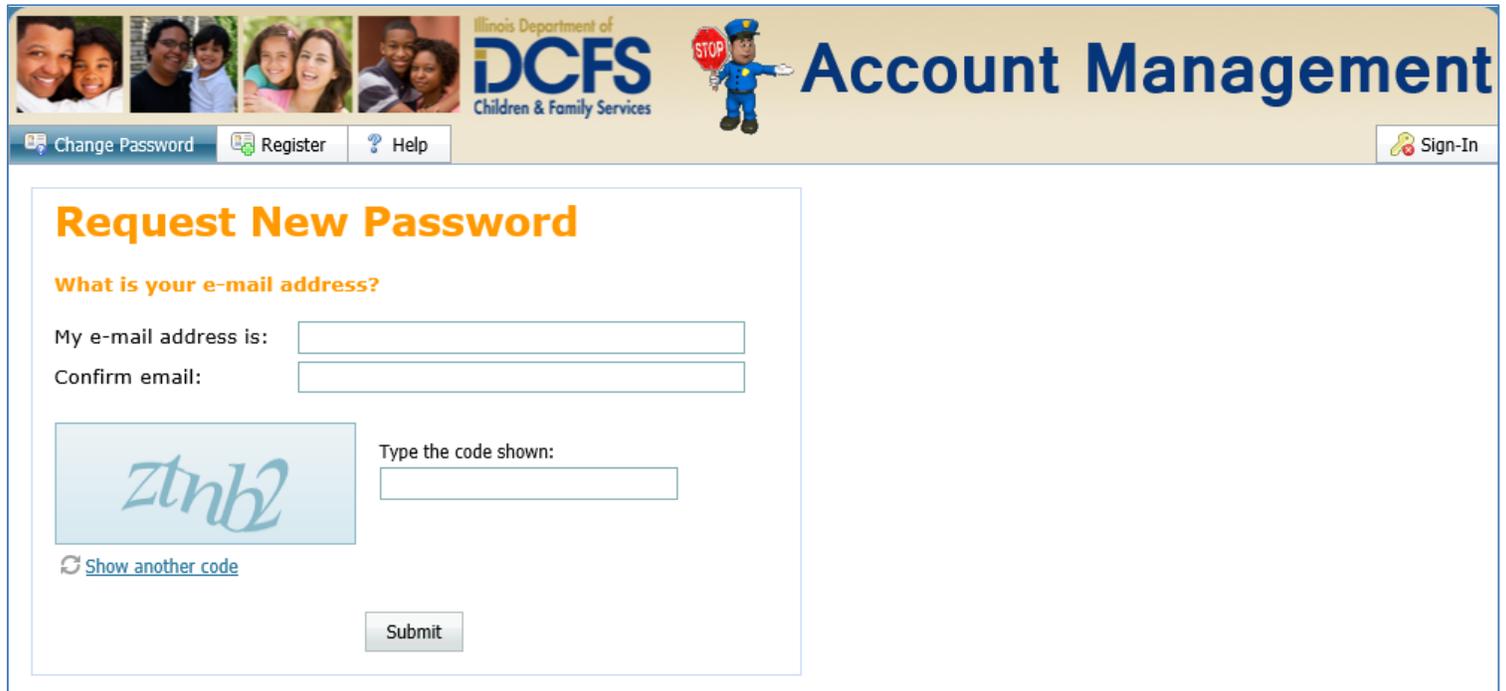


DCFS Account Management Application Password Reset

Background:

The Account Management Application performs the logon security for web facing DCFS Applications. Users will need to self-register using their email address to start the account creation process. You password can be reset via a self-service option at any time.

<https://accountmanagement.dcf Illinois.gov/ChangePasswordRequest.aspx>

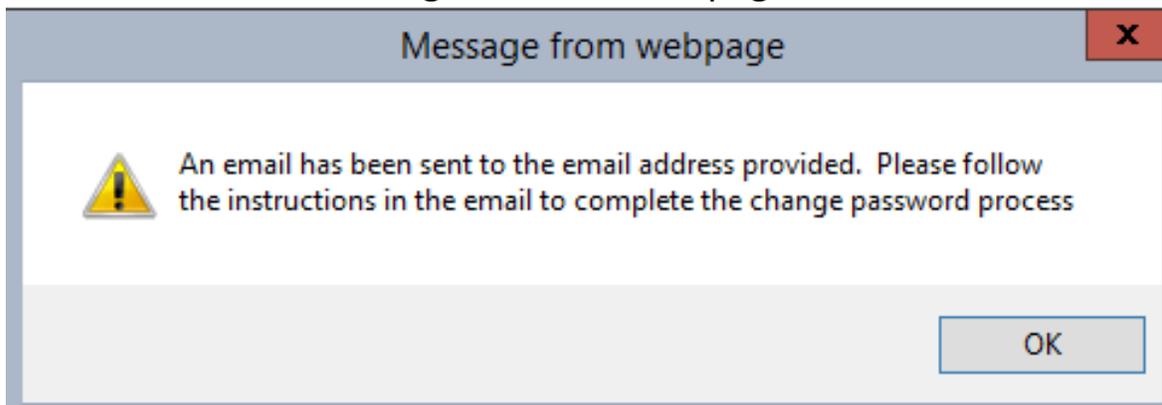


The screenshot shows the DCFS Account Management web application interface. At the top, there is a navigation bar with the DCFS logo (Illinois Department of Children & Family Services) and a cartoon character holding a stop sign. The main heading is "Account Management". Below the navigation bar, there are buttons for "Change Password", "Register", "Help", and "Sign-In". The main content area is titled "Request New Password" and contains the following form fields:

- What is your e-mail address?**
- My e-mail address is:
- Confirm email:
- A CAPTCHA image showing the code "ztnb2".
- Type the code shown:
- A link: [Show another code](#)
- A "Submit" button.

Enter your account management registered email, confirm email, type the code shown and click Submit.

You will receive a message from the webpage



The screenshot shows a message box titled "Message from webpage" with a close button (X) in the top right corner. The message text is:

 An email has been sent to the email address provided. Please follow the instructions in the email to complete the change password process

At the bottom right of the message box is an "OK" button.

Open the email and click on the 'Change Password' link.

DCFS Account Management - Change Password Request - Message (HTML)

File Message McAfee E-mail Scan Adobe PDF

Ignore X Meeting Rules Actions Move Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Junk Delete Reply Reply All Forward More Move Actions Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Delete Respond Move Tags Editing Zoom

From: Dcfs.AccountManagement@illinois.gov
To: Fulkerson, Doug
Cc:
Subject: DCFS Account Management - Change Password Request



Change Password Request

This is an automated message from Department of Children and Family Services online Account Management System.

This message was initiated by a new account registration or a change password request.

If you wish to change an existing password or set an initial password please click on the following link [Change Password](#)

Notice: This link will only be valid for the next 24 hours.

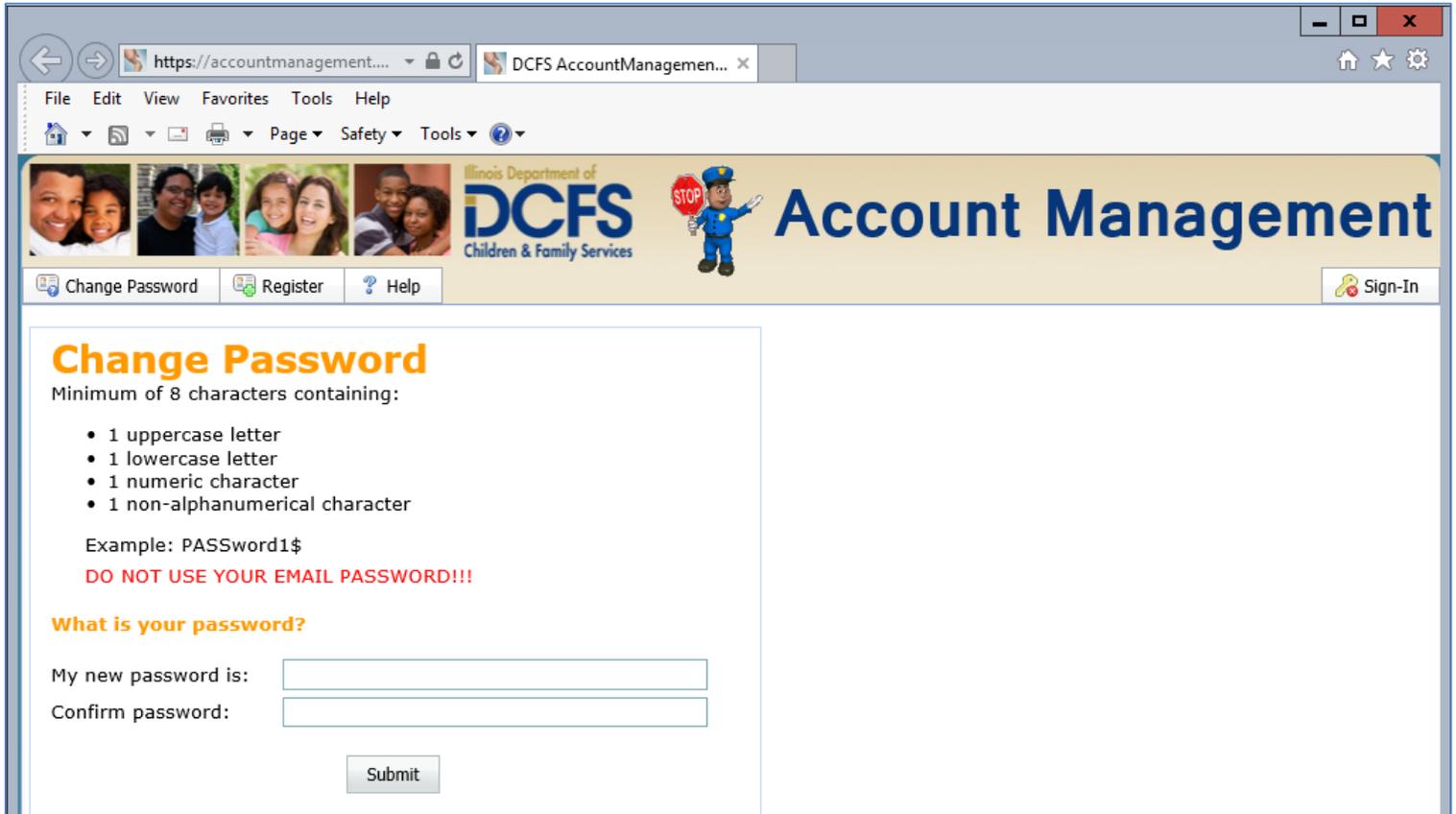
If you did not request this change and continue to receive these messages please contact the DCFS OITS Helpdesk.

This message was delivered by an automated system and does not come from a monitored email address. Please do not reply to this email message.

If you require assistance, please contact the DCFS OITS Helpdesk by email at Helpdesk.OITS@illinois.gov or by phone at 1-800-610-2089

*Note the change password and new account registration email notifications are the same; this email can be initiated by the password change or new registration request.

After the 'Change Password' link is selected the Account Management change password page will open, following the password standards; Minimum 8 Characters containing: 1 uppercase letter, 1 lowercase letter, 1 numeric character and 1 non-alphanumerical character.



The screenshot shows a web browser window with the URL <https://accountmanagement...> and the page title "DCFS AccountManagemen...". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the Illinois Department of Children & Family Services (DCFS) logo, a cartoon character holding a stop sign, and the text "Account Management". Navigation links for "Change Password", "Register", and "Help" are visible, along with a "Sign-In" button.

Change Password

Minimum of 8 characters containing:

- 1 uppercase letter
- 1 lowercase letter
- 1 numeric character
- 1 non-alphanumerical character

Example: PASSword1\$

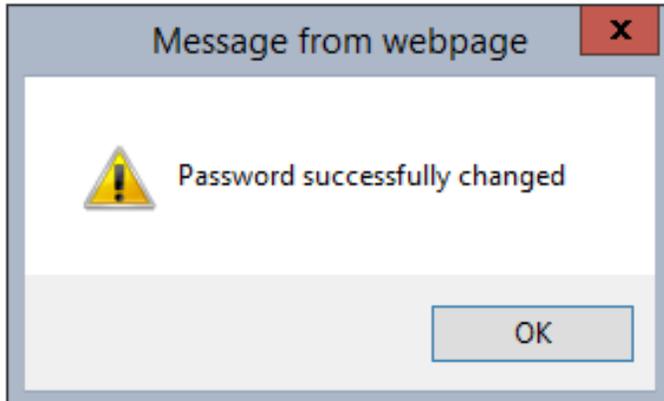
DO NOT USE YOUR EMAIL PASSWORD!!!

What is your password?

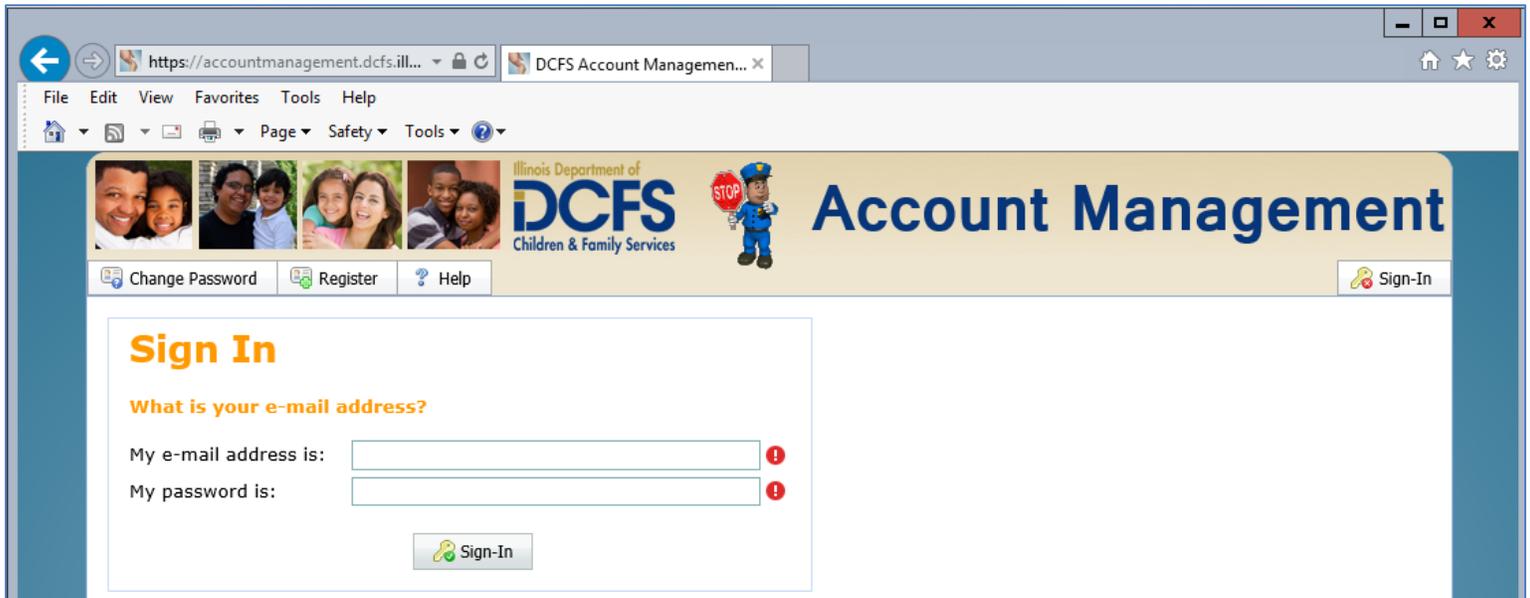
My new password is:

Confirm password:

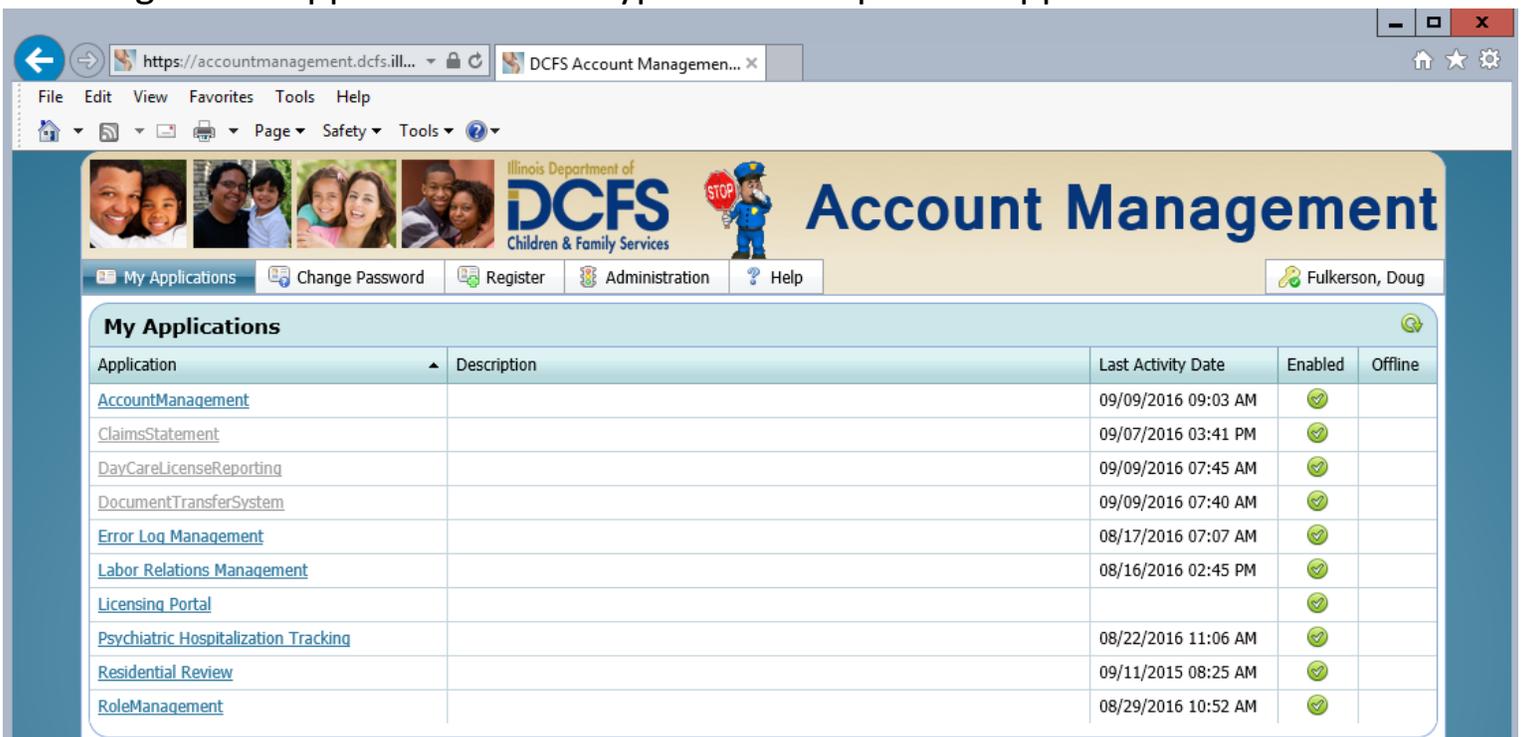
Once you submit a message from the webpage will be displayed indicating password successfully changed.



Once the password has been successfully changed you will be presented with a Sign In screen.



The My Applications grid will display the Applications you have access to.
*Clicking on the application name hyperlink will open the application.



Each application has a URL along with the link from the account management applications page.

*You may access the application either by the unique URL or via the My Applications account management page.