



السادة منسوبي جامعة الملك عبدالعزيز الكرام ..
تحية طيبة وبعد

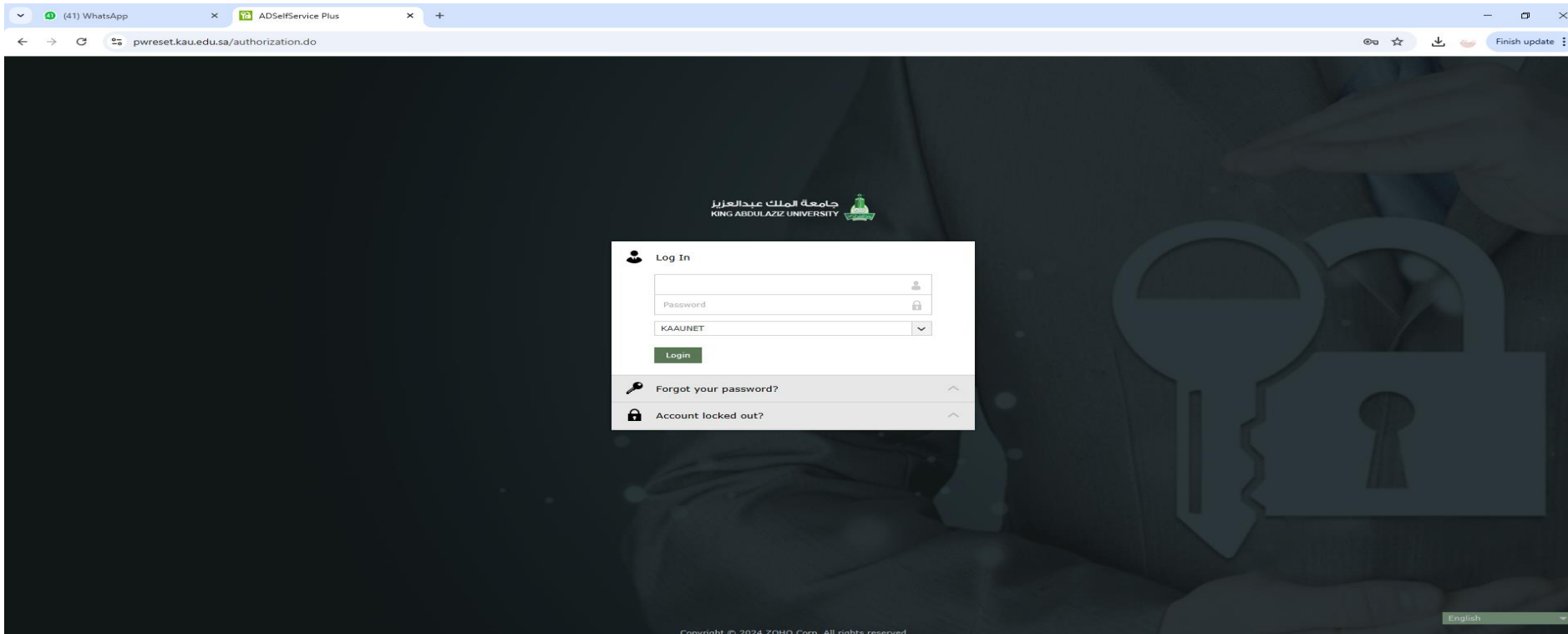
يسرنا إعلامكم بإطلاق نظام الخدمة الذاتية لتغيير كلمة المرور ، الذي
يتيح لكم إمكانية تغيير كلمة المرور الخاصة بكم بشكل ذاتي ودون الحاجة
للتواصل مع الدعم الفني .

Dear members of King Abdulaziz University..
Greetings ..

We are pleased to inform you of the launch of the
self-service system for changing the password, which
allows you to change your password automatically
and without the need to contact technical support.

1 - The system requires logging in as
a first step
System link
Pwreset.kau.edu.sa

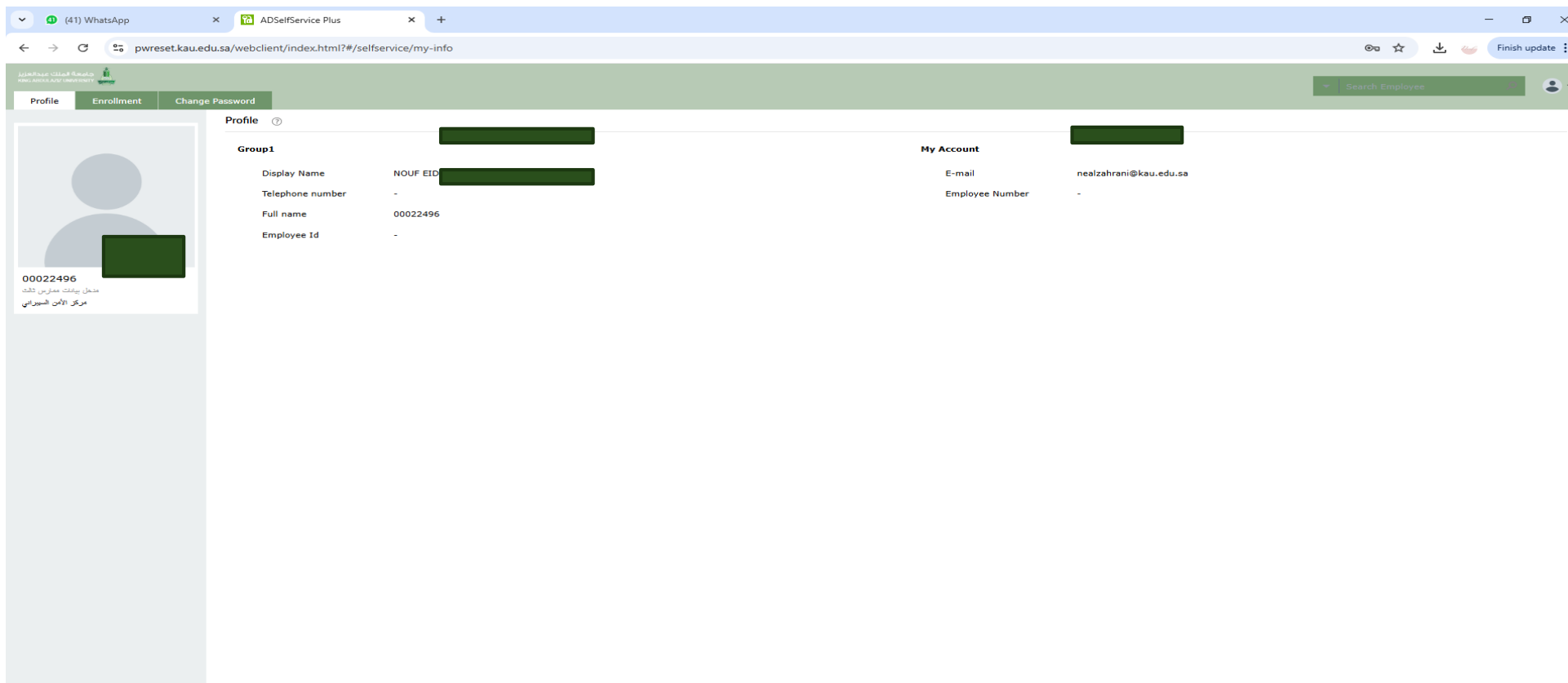
1- يتطلب النظام تسجيل الدخول
كخطوة أولى
رابط النظام
Pwreset.kau.edu.sa



The screenshot shows a web browser window with the URL `pwreset.kau.edu.sa/authorization.do`. The page features a dark background with a large, faint watermark of a key and a padlock. In the center, there is a white login form titled "Log In" with the King Abdulaziz University logo. The form includes fields for "Password" and "KAAUNET", a "Login" button, and links for "Forgot your password?" and "Account locked out?". The footer of the page contains the text "Copyright © 2024 ZOHO Corp. All rights reserved" and a language selector set to "English".

2- After entering the employee ID and the password, the following page will appear.

2- بعد إدخال الرقم الوظيفي والرقم السري ستظهر الصفحة التالية

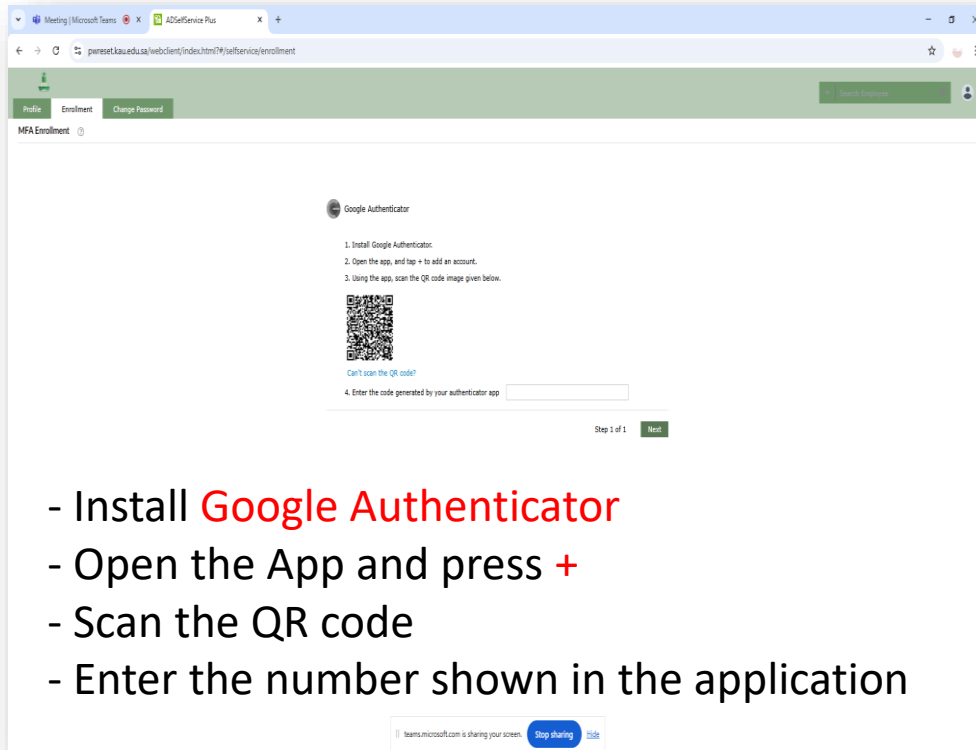


The screenshot displays the ADSelfService Plus web client interface. The browser address bar shows the URL: `pwreset.kau.edu.sa/webclient/index.html?#/selfservice/my-info`. The interface includes a navigation bar with tabs for Profile, Enrollment, and Change Password. The main content area is divided into two sections: Profile and My Account. The Profile section shows a user profile card with a placeholder image and the ID 00022496, along with a table of user details. The My Account section shows the user's email and employee number.

Group1	
Display Name	NOUF EID
Telephone number	-
Full name	00022496
Employee Id	-

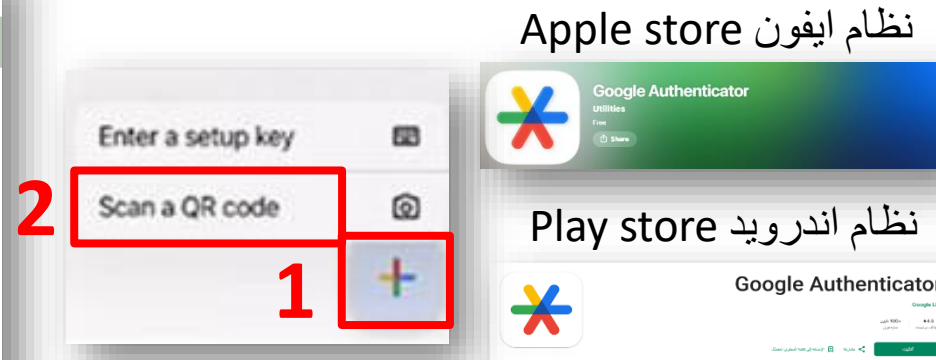
My Account	
E-mail	nealzahrani@kau.edu.sa
Employee Number	-

3 - After registration, the **Google authenticator** page will appear to complete the registration.



- Install **Google Authenticator**
- Open the App and press +
- Scan the QR code
- Enter the number shown in the application

3 - بعد التسجيل ستظهر صفحة **Google authenticator** لإكمال التسجيل



- قم بتحميل تطبيق **Google Authenticator**
- افتح التطبيق وانقر علامة +
- امسح رمز الاستجابة السريع
- ادخل الرقم الظاهر في التطبيق

4 - After successfully logging in, the following page will appear

4 - بعد تسجيل الدخول بنجاح ستظهر الصفحة التالية .

The screenshot displays the ADSelfService Plus web interface. At the top, there's a navigation bar with tabs for 'Profile', 'Enrollment', and 'Change Password'. The 'Enrollment' tab is active. Below the navigation bar, a green banner displays a success message: 'You have successfully enrolled! The information you provided will help us verify your identity when you login or during the password reset/account unlock process.' This message is highlighted with a red box. Below the banner, the page is titled 'Enrolled Verification Methods' and lists two methods: 'Google Authenticator' and 'MFA Recovery'. The 'Google Authenticator' section states: 'You can use the code generated by the Google Authenticator app to prove your identity.' and 'Today 10:17 AM'. The 'MFA Recovery' section states: 'You can use backup verification codes if you are unable to prove your identity.' and provides a link to 'Generate One-Time Use Backup Verification Codes'. Below these sections, there's a section titled 'Set Up Backup Verification Methods' with the text: 'These methods will help you prove your identity in case you face issues with other verification methods.' and a 'Set up' link for 'Microsoft Authenticator'. At the bottom of the page, there's a status bar indicating 'teams.microsoft.com is sharing your screen.' with 'Stop sharing' and 'Hide' buttons.

5 - To change the password, click on Change Password.

5 - لتغيير كلمة المرور انقر على Change Password.

The screenshot shows a web browser window with the URL `pwreset.kau.edu.sa/webclient/index.html?#/selfservice/enrollment`. The navigation menu at the top includes 'Profile', 'Enrollment', and 'Change Password', with 'Change Password' highlighted by a red box. A green notification banner at the top states: 'You have successfully enrolled! The information you provided will help us verify your identity when you login or during the password reset/account unlock process.' Below this, the 'Enrolled Verification Methods' section lists 'Google Authenticator' and 'MFA Recovery'. The 'Set Up Backup Verification Methods' section lists 'Microsoft Authenticator'. At the bottom, a Teams sharing notification indicates 'teams.microsoft.com is sharing your screen.' with buttons for 'Stop sharing' and 'Hide'.

6 - Enter the current password and then the new password.

6 - ادخل كلمة المرور الحالية ثم كلمة المرور الجديدة .



Change Password

Old Password

New Password

Confirm New Password

Minimum length should be at least 9

Change Password Cancel

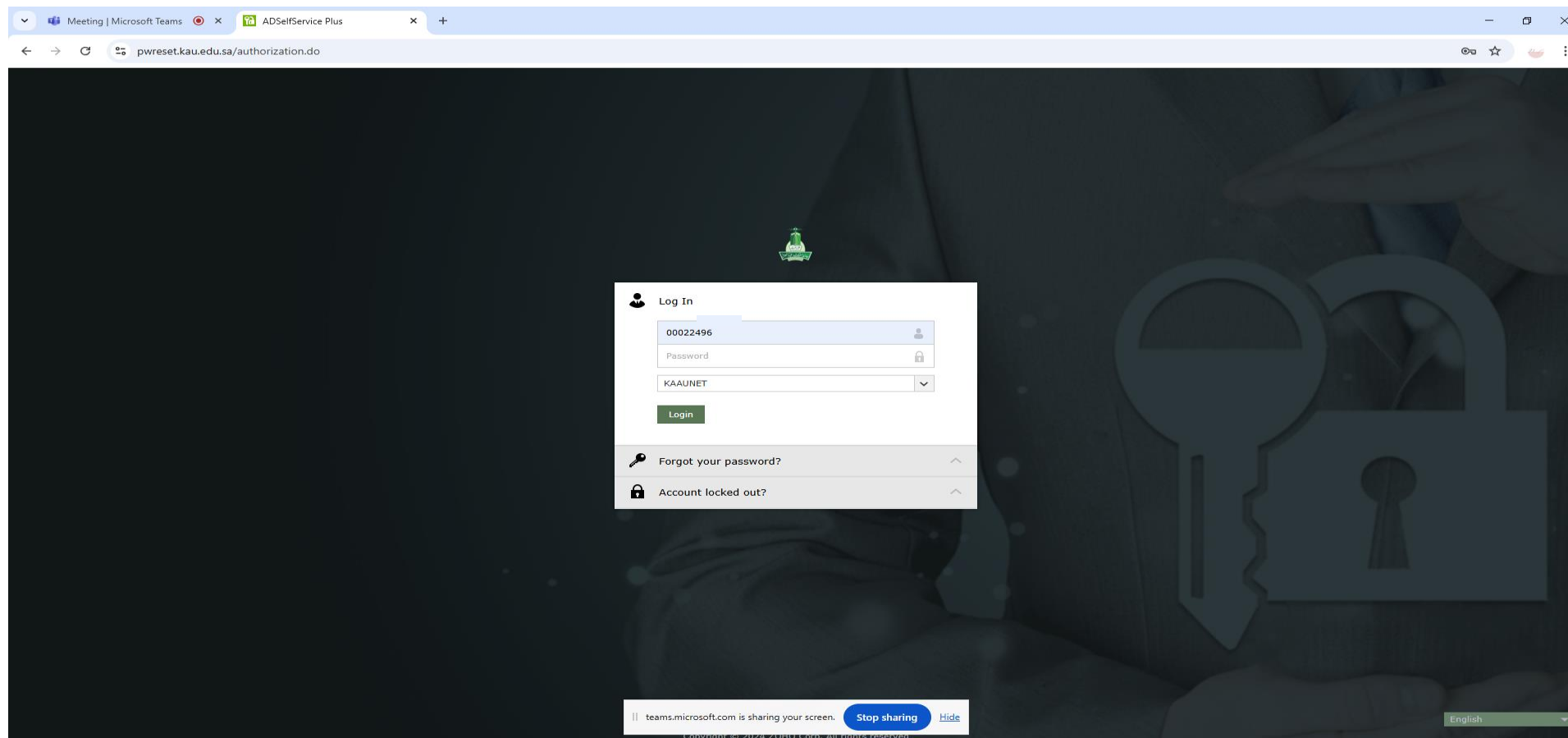
7 - When the password is changed successfully, the following page will appear:

7 - عند تغيير كلمة المرور بنجاح ستظهر الصفحة التالية:



8 - Use the new password to log in.

8 - استخدم كلمة المرور الجديدة لتسجيل الدخول



The screenshot shows a web browser window with the URL `pwreset.kau.edu.sa/authorization.do`. The page features a dark background with a large, faint watermark of a padlock and a key. In the center, there is a white login form titled "Log In" with a small KAU logo above it. The form contains the following fields and options:

- A text input field containing the ID number `00022496`.
- A password input field labeled "Password" with a lock icon on the right.
- A dropdown menu currently set to "KAAUNET".
- A green "Login" button.
- Two links below the form: "Forgot your password?" and "Account locked out?", each with a small icon and an upward arrow.

At the bottom of the browser window, a Microsoft Teams notification bar states: "teams.microsoft.com is sharing your screen." with buttons for "Stop sharing" and "Hide". A language dropdown menu in the bottom right corner is set to "English".

9- In case you forget your password

9 - في حال نسيان كلمة مرور

The screenshot shows a web browser window with the URL `pwreset.kau.edu.sa/authorization.do`. The page displays a login form with the following fields:

- Username: 00022
- Password: (masked)
- Domain: KAAUNET
- Login button

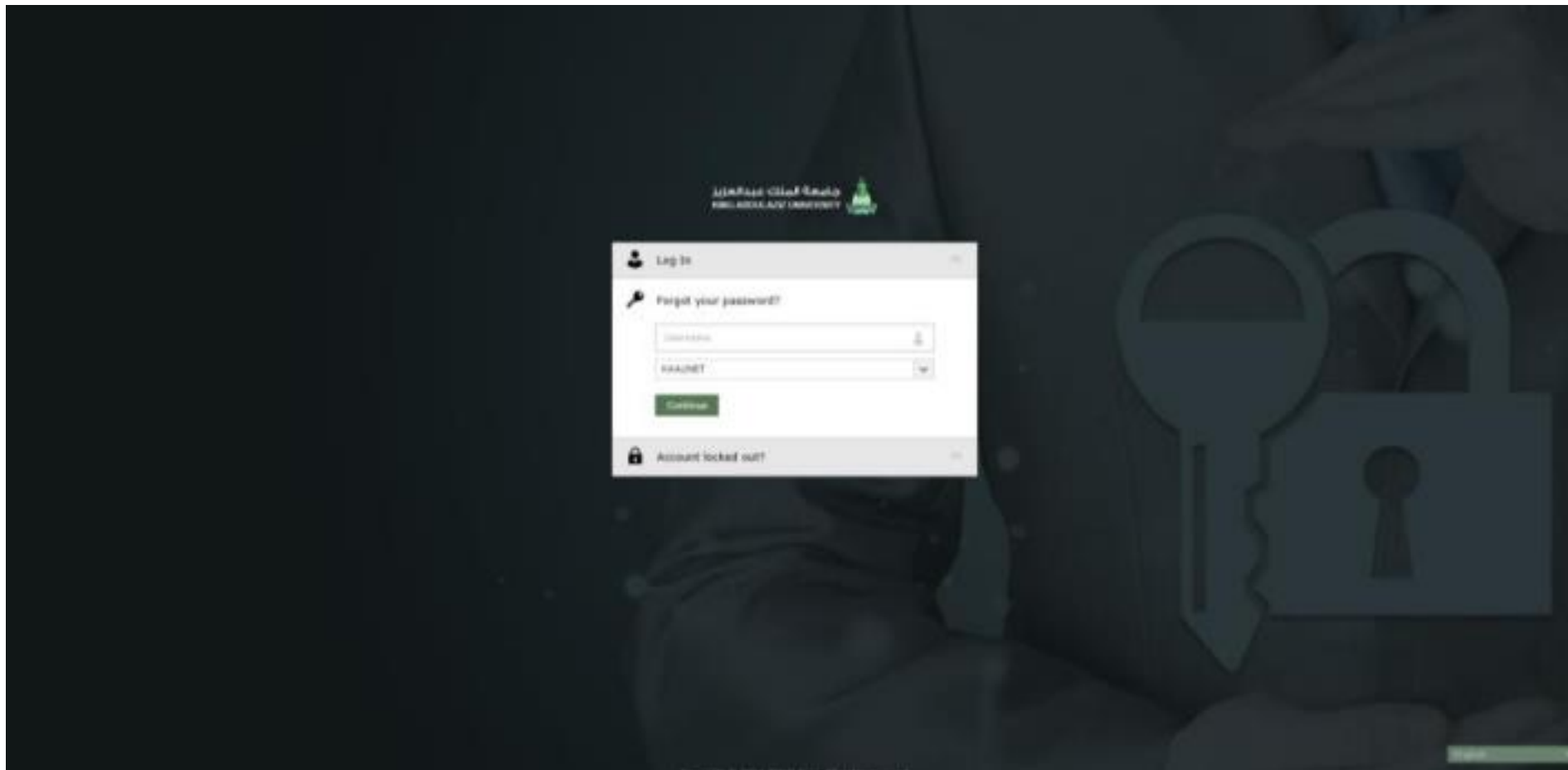
Below the login form, there are two links:

- [Forgot your password?](#) (highlighted with a red box)
- [Account locked out?](#)

At the bottom of the page, there is a message: "teams.microsoft.com is sharing your screen." with buttons for "Stop sharing" and "Hide". The language is set to "English".

10 - In case you forget your password Enter
your employee ID and click on **continue**

10 - في حال نسيان كلمة مرور - ادخل
رقمك الوظيفي ثم انقر على **continue**



11 - Choose the application you want to use

11 - اختر التطبيق المُراد استخدامه

Select one of the option below to prove your identity

This process helps us verify that it is indeed you who is requesting access

- ☒ Google Authenticator
- ☐ Microsoft Authenticator

Type the characters you see in the picture below.

jh7rbj

Letters are not case-sensitive

Cancel

Continue

للتواصل والاستفسار

cybersecurity@kau.edu.sa

For contact and inquiries

cybersecurity@kau.edu.sa