

# **Identity and Access Management (IAM)**

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## **End User Guide**



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November 13, 2015

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## HOW TO ACTIVATE YOUR ACCOUNT

Activating your account requires input from you and will take a couple of minutes to complete. IAM screens will walk you through the following steps:

- Complete a challenge-response process
- Create your shared secret question and answer
- Create a new password

1. Open a browser (ex: Internet Explorer) and enter **https://iam.wisconsin.gov**
2. Enter in the **IAM Account** that you were given. Press the **Go** button.

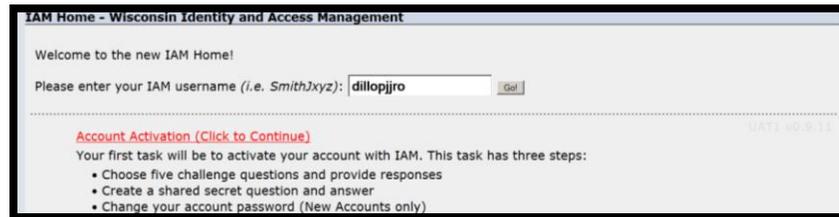


**IAM Home - Wisconsin Identity and Access Management**

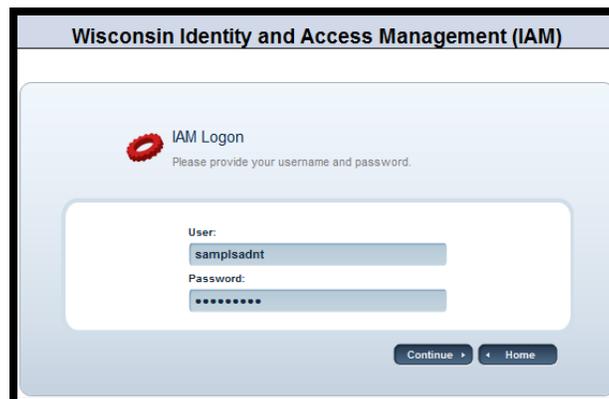
Welcome to the new IAM Home!

Please enter your IAM username (i.e. SmithJxyz):

3. Click **Account Activation (Click to Continue)** to begin the steps to activate your account.



4. Enter in the **password** that you were given in the **Password:** field. Press the **Continue** button.



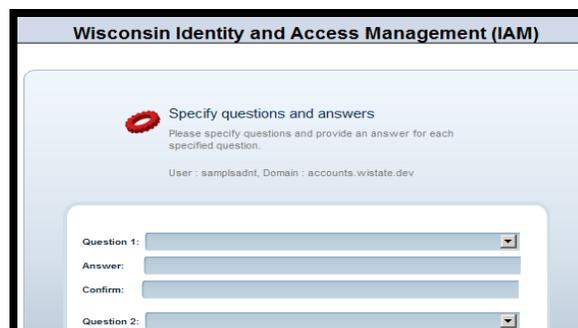
## Select and Answer Challenge-Response Questions

The Challenge-Response process allows you to securely recover your account 24 hours a day, seven (7) days a week, such as when you forget your password. Choose five (5) **questions** and provide answers that you can use, exactly as entered, to recover your account. **The answers are NOT case sensitive.** These question-answer combinations identify you as the owner of this account.

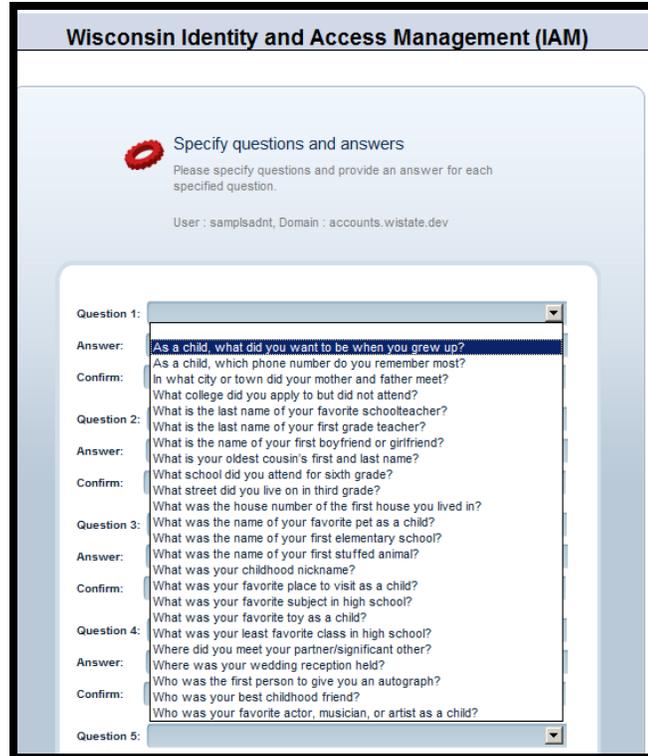
**CAUTION**

No one else can view your questions and answers, so be sure to use unique, meaningful answers that you can remember! If you do forget the answers, you will not be able to use Account Recovery and will need to contact someone in your agency as defined by your agency support procedures.

5. The panel will come up that allows you to select and answer your Challenge Response Questions.



6. For each of the 5 question slots **press the drop down** button. Using your mouse go down to the question that you wish to select and **click** on it.



The screenshot shows the 'Specify questions and answers' interface. At the top, it says 'Specify questions and answers' with a red ring icon. Below that, it says 'Please specify questions and provide an answer for each specified question.' and 'User : samplsadnt, Domain : accounts.wistate.dev'. The main area contains a list of 15 questions, each with an 'Answer:' and 'Confirm:' field. The questions are:

- Question 1: As a child, what did you want to be when you grew up?
- Question 2: As a child, which phone number do you remember most?
- Question 3: In what city or town did your mother and father meet?
- Question 4: What college did you apply to but did not attend?
- Question 5: What is the last name of your favorite schoolteacher?
- Question 6: What is the last name of your first grade teacher?
- Question 7: What is the name of your first boyfriend or girlfriend?
- Question 8: What is your oldest cousin's first and last name?
- Question 9: What school did you attend for sixth grade?
- Question 10: What street did you live on in third grade?
- Question 11: What was the house number of the first house you lived in?
- Question 12: What was the name of your favorite pet as a child?
- Question 13: What was the name of your first elementary school?
- Question 14: What was the name of your first stuffed animal?
- Question 15: What was your childhood nickname?

7. The question will now appear in the Question box. Key in the answer to the question (identically) in the **Answer** and **Confirm** box. You will perform this process 5 times so all questions are selected and answered (Question 1, Question 2, Question 3, Question 4 and Question 5). **Your answers must be at least 2 characters long.**

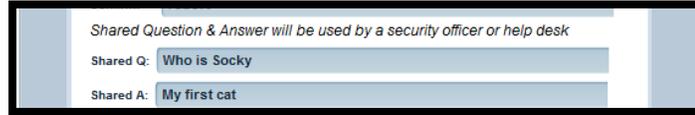


The screenshot shows the 'Specify questions and answers' interface with the first three questions answered. The questions and answers are:

- Question 1: As a child, what did you want to be when you grew up? Answer: nurse, Confirm: nurse
- Question 2: As a child, which phone number do you remember most? Answer: 999-8888, Confirm: 999-8888
- Question 3: Who was your favorite actor, musician, or artist as a child? Answer: monkeys, Confirm: monkeys

## Create a Shared Secret Question and Answer

8. Scroll the panel down and enter in your own secret question after **Shared Q.** Enter the answer to the question after **Shared A.**



### NOTES

The shared secret question/answer can be seen by your agency security administrator or help desk technician. They will ask you to answer your shared secret question to confirm your identity as the owner of your account.

### CAUTION

Your shared secret question-answer combination impacts how secure your Userid is. You should select shared secret questions that cannot be easily researched or guessed, such as:

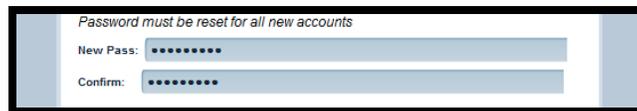
- Where did my husband propose to me?
- How did I break my leg/arm?

Avoid secret questions such as:

- What is my mother's maiden name?
- What is my son's first name or middle name

## Create a New Password

9. Scroll the panel down and enter a new password for your IAM account. Enter in the new password identically in the **New Pass** and **Confirm** fields. Note the password requirements.



## PASSWORD REQUIREMENTS

The IAM technical implementation enforces these requirements:

- The last 24 passwords cannot be reused.
- Passwords must be changed every **60 days**.

- Passwords must be 8–20 characters in length
- Minimum of 16 characters for Administrative accounts
- Passwords must contain at least three of the following categories of characters:
  - Uppercase letters (ABC...)
  - Lowercase letters (abc...)
  - Numerals 0 to 9
  - Symbols found on the keyboard
- Passwords may not include your name, user ID or department abbreviation.

10. Press the **Activate Account** button.

11. The **Congratulations!** panel will appear. Press the **Home** button.



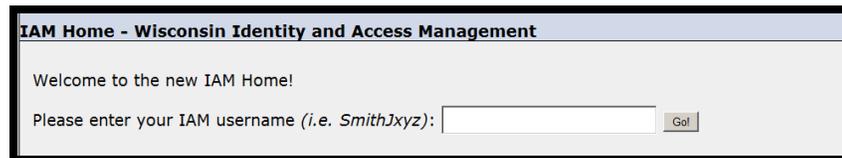
12. You have now successfully completed the IAM Account Activation Process. You may close your browser window.

## HOW TO RECOVER YOUR ACCOUNT

You may need to recover your account for two reasons.

- You entered your password unsuccessfully four (4) consecutive times. This causes your IAM account to become locked. This action is called *intruder lockout*.
- Your password has expired (passwords must be changed every 60 days). This situation is treated as if your account has become intruder locked and you do not know what the password is (even though you might).

1. To use Account Recovery open a browser (ex: Internet Explorer) and enter <https://iam.wisconsin.gov> .
2. Enter your IAM account in the **username** field. Press the **Go** button.

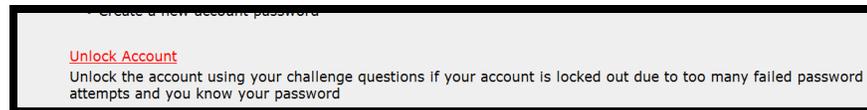


The screenshot shows the 'IAM Home - Wisconsin Identity and Access Management' page. It features a welcome message: 'Welcome to the new IAM Home!'. Below this, there is a prompt: 'Please enter your IAM username (i.e. SmithJxyz):' followed by a text input field and a 'Go!' button.

3. You have three options to recover an account.
  - Go to **Step 4** if your password is **not** expired and you **do remember** your password.
  - Go to **Step 8** if your password **has** expired **or** you **do NOT remember** your password.

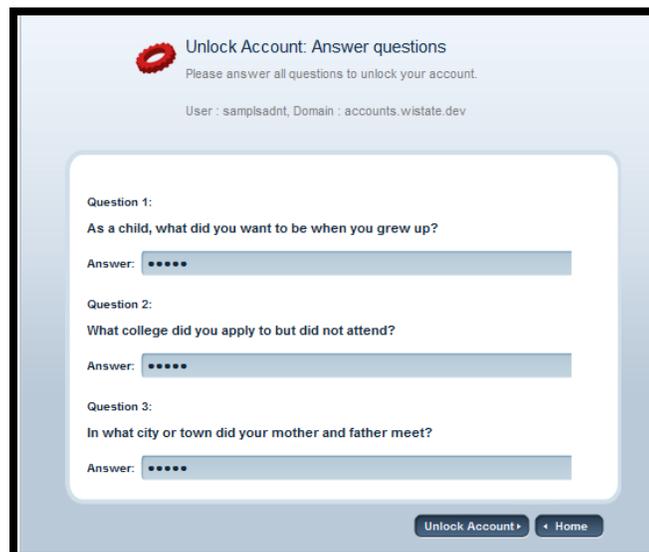
## How to Unlock Your Account

4. Click on **Unlock Account** if you remember your password and your password has **not** expired.



The screenshot shows a button labeled 'Unlock Account' in red text. Below the button, there is a description: 'Unlock the account using your challenge questions if your account is locked out due to too many failed password attempts and you know your password'.

5. You will be presented with 3 of the Challenge Response Questions that you answered when you went through Account Activation. Enter the **answer** to each question. Press the **Unlock Account** button.



The screenshot shows the 'Unlock Account: Answer questions' page. It features a red key icon and the text: 'Please answer all questions to unlock your account.' Below this, the user's identity is shown: 'User : sampisadnt, Domain : accounts.wisstate.dev'. There are three questions, each with an answer field:

- Question 1: As a child, what did you want to be when you grew up? Answer: [Redacted]
- Question 2: What college did you apply to but did not attend? Answer: [Redacted]
- Question 3: In what city or town did your mother and father meet? Answer: [Redacted]

At the bottom right, there are two buttons: 'Unlock Account' and 'Home'.

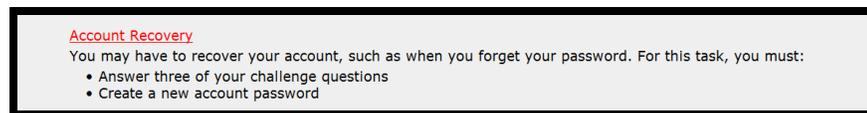
- The **Congratulations!** panel will come up. Press the **Home** button.



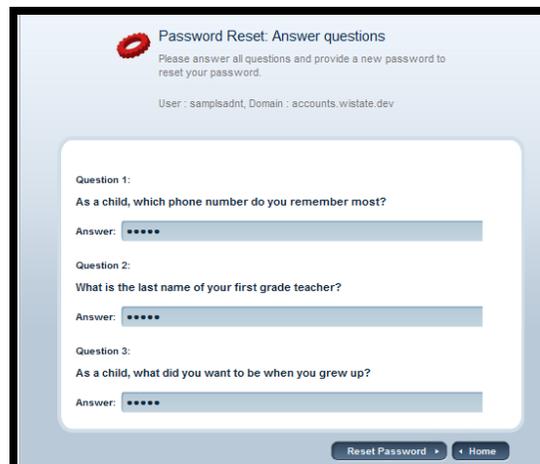
- You have now successfully **unlocked** your IAM account. You may close your browser window. Your password has **NOT** been changed so you can use the password that you last remember.

## How to Recover Your Password

- Click on **Account Recovery** if **your password has expired** or you do **NOT** remember your password.



- You are presented with a panel that contains 3 of the Challenge Response questions that you answered when you went through Account Activation. After you enter in the correct answer to each Challenge Response question, you will be given the opportunity to select a new password for your account.
  - Enter the **answer** to each question that you have been presented with. Press the **Reset Password** button.



- b. Enter in a **new** password in the ‘**Please enter your new password**’ and ‘**Confirm your new password**’ fields. Both these entries must be identical. Press the **Reset Password** button. Note the password requirements below.

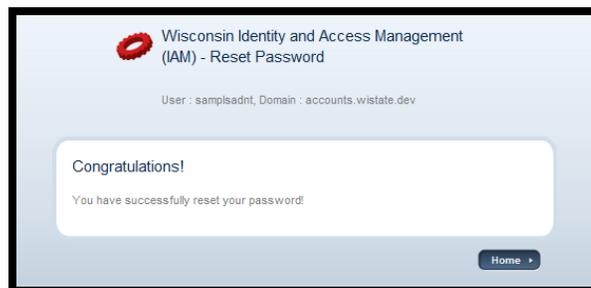


The screenshot shows the 'Wisconsin Identity and Access Management (IAM)' password reset interface. It includes a header with the IAM logo and title, followed by the instruction 'Please enter your new password'. Below this, the user information 'User : sampasadnt, Domain : accounts.wistate.dev' is displayed. The main form area contains two input fields: 'Please enter your new password:' and 'Confirm your new password:', both with masked characters. At the bottom of the form, there are two buttons: 'Reset Password' and 'Home'.

### PASSWORD REQUIREMENTS

The IAM technical implementation enforces these requirements:

- The last 24 passwords cannot be reused.
  - Passwords must be changed every **60 days**.
  - Passwords must be 8–20 characters in length
  - Minimum of 16 characters for Administrative accounts
  - Passwords must contain at least three of the following categories of characters:
    - Uppercase letters (ABC...)
    - Lowercase letters (abc...)
    - Numerals 0 to 9
    - Symbols found on the keyboard
  - Passwords may not include your name, user ID or department abbreviation.
10. The **Congratulations!** panel will come up. Press the **HOME** button. You can close your browser.



The screenshot shows the 'Wisconsin Identity and Access Management (IAM) - Reset Password' confirmation screen. It features the IAM logo and title, followed by the user information 'User : sampasadnt, Domain : accounts.wistate.dev'. A large white box contains the message 'Congratulations!' and 'You have successfully reset your password!'. At the bottom right, there is a 'Home' button.

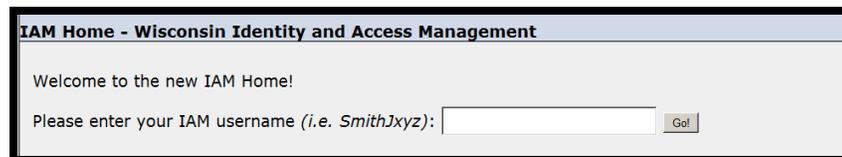
## PASSWORD CHANGE

**IMPORTANT**

If your IAM password has **EXPIRED** you must follow the **Account Recovery** steps. Go to **How to Recover your Password** on page 8, step 8.

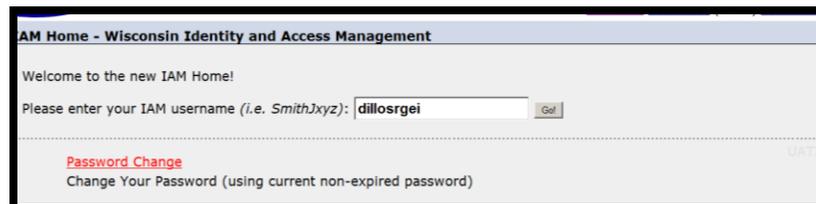
To perform an IAM Account password change, follow these initial steps:

1. To change your IAM account password open a browser (ex: Internet Explorer) and enter <https://iam.wisconsin.gov>.
2. Enter your IAM account in the **username** field. Press the **Go** button.



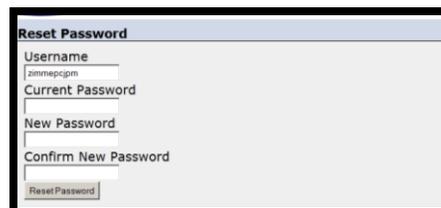
The screenshot shows the 'IAM Home - Wisconsin Identity and Access Management' page. It features a header with the title, a welcome message 'Welcome to the new IAM Home!', and a form labeled 'Please enter your IAM username (i.e. SmithJxyz):'. The form contains a text input field and a 'Go!' button.

3. Press **Password Change**.



The screenshot shows the 'IAM Home - Wisconsin Identity and Access Management' page. It features a header with the title, a welcome message 'Welcome to the new IAM Home!', and a form labeled 'Please enter your IAM username (i.e. SmithJxyz):'. The form contains a text input field with the value 'dillosrgei' and a 'Go!' button. Below the form, there is a red link labeled 'Password Change' and the text 'Change Your Password (using current non-expired password)'.

4. Enter your *Current Password* in the **Current Password** field. Enter your *New Password* identically in the **New Password** and **Confirm New Password** fields. Press the **Reset Password** button. See page 9 for Password Requirements.



The screenshot shows the 'Reset Password' form. It contains four input fields: 'Username' (with the value 'zmnepcgm'), 'Current Password', 'New Password', and 'Confirm New Password'. A 'Reset Password' button is located at the bottom of the form.

5. The following panel will appear. Click on **Home Page** to return to the IAM home page. You are done and can close your browser.



The screenshot shows a message box titled 'Reset Password'. The message reads: 'Password reset successfully; you can go to [Home Page](#)'.

## HOW TO MANAGE YOUR ACCOUNT

Under this option you can change your current **shared secret question / answer** or select and answer new **challenge-response questions**.

1. To manage your account open a browser (ex: Internet Explorer) and enter <https://iam.wisconsin.gov> .
2. Enter your IAM account in the **username** field. Press the **Go** button.



The screenshot shows the 'IAM Home - Wisconsin Identity and Access Management' page. It features a header with the title, a welcome message 'Welcome to the new IAM Home!', and a form for entering the IAM username. The example username 'SmithJxyz' is shown in parentheses. A 'Go' button is located to the right of the input field.

3. Click on **Account Management**.

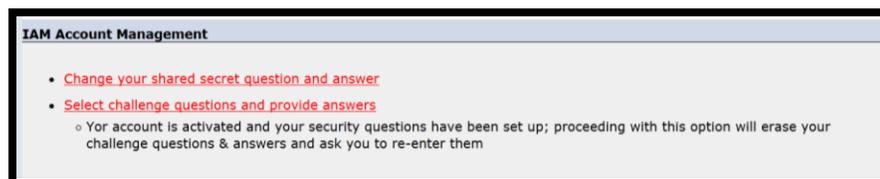


The screenshot shows the 'IAM Account Management' page. It includes the same header and login form as the previous screenshot, but with the username 'dillosrgei' entered. Below the login form, there are several menu items: 'Password Change', 'Account Recovery', 'Unlock Account', and 'Account Management'. The 'Account Management' item is highlighted, and its sub-menu items are visible: 'Change your shared secret question and answer' and 'Select challenge questions and provide answers'.

- Go to Step 4 to recreate a new Secret Question/Answer
- Go to Step 9 to select and answer new Challenge-Response questions

### Create a New Shared Secret Question and Answer

4. Press **Change your shared secret question and answer**.

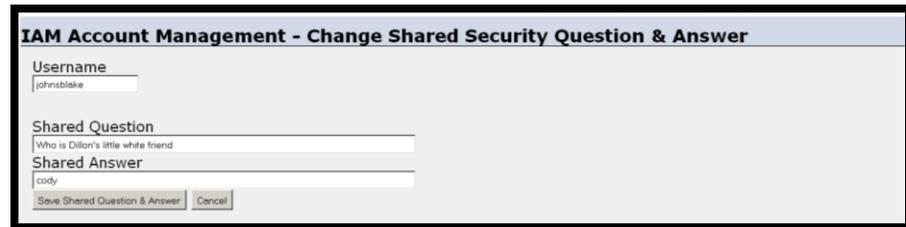


The screenshot shows the 'IAM Account Management' page with the 'Change your shared secret question and answer' option selected. The sub-menu item 'Select challenge questions and provide answers' is also visible. A note below the sub-menu items states: 'Your account is activated and your security questions have been set up; proceeding with this option will erase your challenge questions & answers and ask you to re-enter them'.

5. Enter in your *current IAM account and password* and press the **Show Current Shared Security Question & Answer** button.



6. The next panel will show your current secret question and answer. Type over the values in the **Shared Question** and **Shared Answer** fields with your new **Shared Security Question & Answer**. Press the **Save Shared Question & Answer** button.



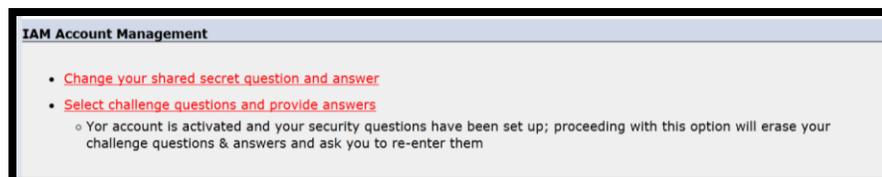
7. The following panel comes up.



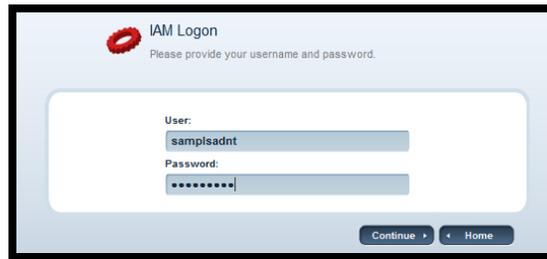
8. You have successfully completed changing your Shared Secret Question/Answer. You may close your browser window.

## Select and Answer New Challenge Response Questions

9. Press **Select challenge questions and provide answer**.

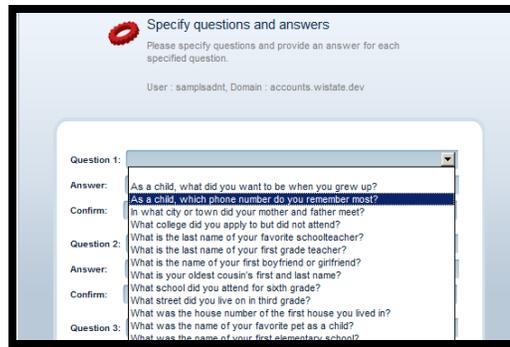


10. Enter in your *IAM account password* in the Password field. Press the **Continue** button.



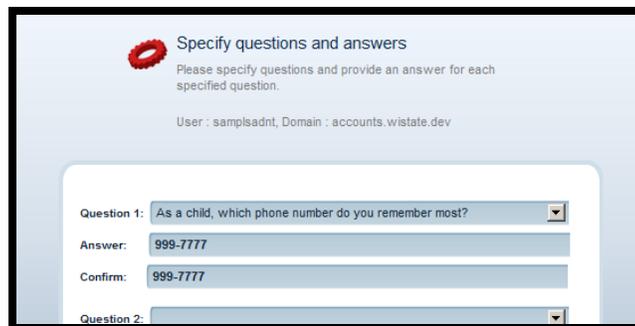
The screenshot shows the 'IAM Logon' screen. At the top, it says 'IAM Logon' with a red key icon and 'Please provide your username and password.' Below this is a white rounded rectangle containing two input fields: 'User:' with the text 'sampsadnt' and 'Password:' with a masked password '\*\*\*\*\*'. At the bottom right of the white box are two buttons: 'Continue' and 'Home'.

11. The next panel comes up where you can choose your Challenge Response questions and answer them. For each of the 5 question slots **press the drop down** button. Using your mouse go down to the question that you wish to select and answer. **Click** on it.



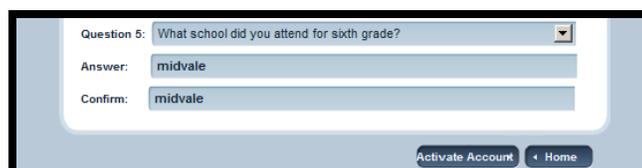
The screenshot shows the 'Specify questions and answers' screen. It says 'Please specify questions and provide an answer for each specified question.' and 'User : sampsadnt, Domain : accounts.wistate.dev'. Below is a list of five questions with dropdown menus for selection. The first question is selected, and its options are visible: 'As a child, what did you want to be when you grew up?', 'As a child, which phone number do you remember most?' (highlighted), 'In what city or town did your mother and father meet?', 'What college did you apply to but did not attend?', and 'What is the last name of your favorite schoolteacher?'. The other questions are partially visible.

12. The question will now appear in the Question box. Key in the answer to that question identically in the **Answer** and **Confirm** box. You will perform this process five (5) times so all questions are selected and answered (Question 1, Question 2, Question 3, Question 4 and Question 5).



The screenshot shows the 'Specify questions and answers' screen with the first question selected and answered. The question is 'As a child, which phone number do you remember most?'. The 'Answer:' field contains '999-7777' and the 'Confirm:' field also contains '999-7777'. The other question dropdowns are visible but not selected.

13. When you have selected and answered all your Challenge-Response questions press the **Activate Account** button.



The screenshot shows the 'Specify questions and answers' screen with the fifth question selected and answered. The question is 'What school did you attend for sixth grade?'. The 'Answer:' field contains 'midvale' and the 'Confirm:' field also contains 'midvale'. At the bottom right, there are two buttons: 'Activate Account' and 'Home'.

14. The **Congratulations!** panel appears. Press the **Home** button.



15. You have now successfully completed changing your Challenge-Response questions. You may close your browser window.

## HOW TO GET HELP

For help please follow your agency procedures for password assistance. This may include contacting your Agency Help Desk or Agency IAM Security Administrator.