Registering with Password Manager

1. From any computer with internet access cut and paste or type into a browser the following web link.
   - https://helpdesk.solano.edu/QPM/User
   - You will now be at the Quest Self Service Login window.

2. Enter your User ID into the User name field and hit OK.
   - New Employees – You will get this UserID from your Division Admin or Dean
   - Current Employees – Use the UserID that you use to logon to your computer or My.Solano.

3. Enter the Characters displayed in the picture. In this example it would be T2QTY
   - You will now be at the Registration Page.

Note:

- New Employees continue onto Step 4
- Current Employees Proceed to Step 6
New Employees

4. Select I have a Passcode; You will be taken to the Passcode Screen
   - A Passcode is a 12 alpha-numeric code such as: LES4-P4DM-TS5S
   - You should have received this Passcode from your Division Admin or Dean
   - If you did not receive a Passcode from your division
     Contact the Helpdesk @ 707-864-700 ext 4690 or at helpdesk@solano.edu

5. Enter In Passcode
   - Proceed to Step 8
6. Select Register With Password Manager
   - You will be taken to the authentication window as shown below. Your User Name should be automatically populated into the User Name Block. If not type in your user name.

7. Enter your current network Password into the Password field and click next.

8. The Next screen will be the Question and Answer profile that you must set up in order for the system to allow you to Manage your passwords.

**NOTES:** There is one standard question and two user provided ones. There are policies for the Questions and Answers that must be met. Click on the click here to view those policies.
9. Click Finish when completing the Questions and Answers.
   - The next page should be a Successfully Completed Configuration page.

You are now finished registering with Password manager.

You can Click Close This Window