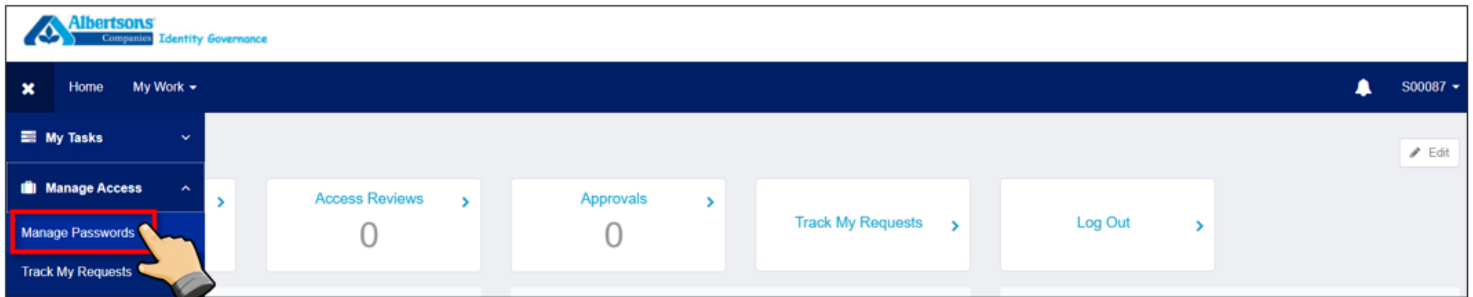


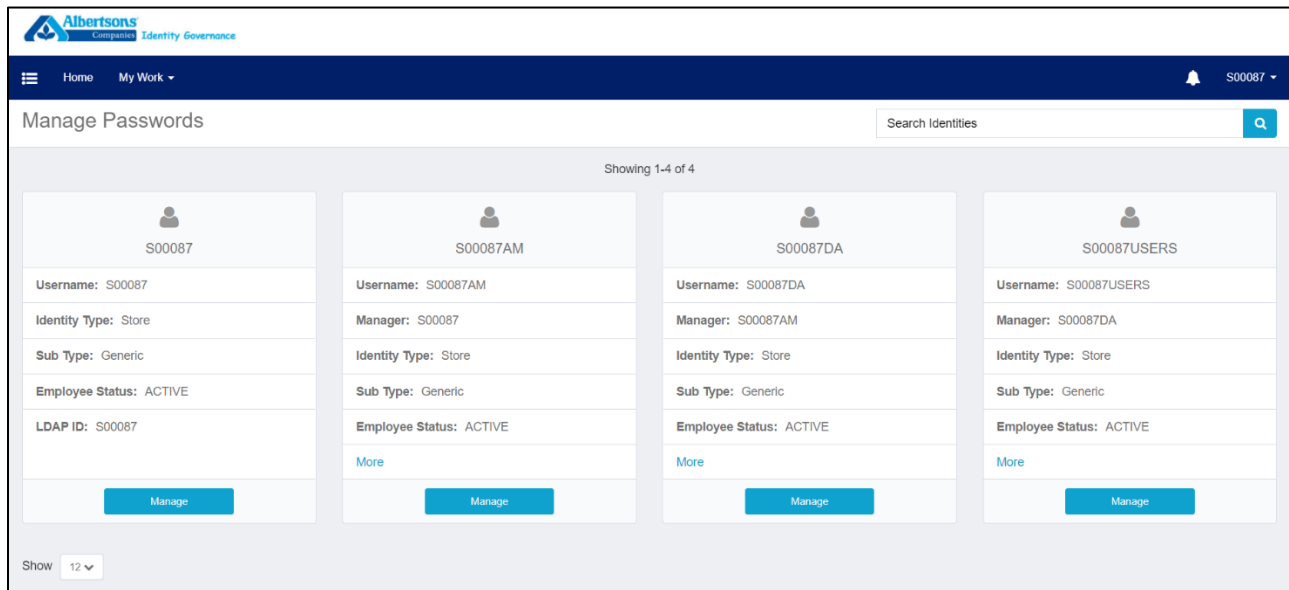
Resetting other C Accounts Using the c90 and c92 Accounts

1. From the **Identity Governance Home Screen**, click the hamburger menu button, click Manage Access, then select Manage Passwords.



2. On the **Manage Passwords** screen, locate the **user group** that contains the C Account that needs the password reset.

C Accounts are categorized by **user groups**:



- a. SXXXX
- b. SXXXXAM
- c. SXXXXDA
- d. SXXXXUSERS

When selecting the C Accounts, refer to the tables below to identify which user group they belong.

(XXXX = Store Number)

SXXXX	SXXXXAM	SXXXXDA
C90	C92	C40
C91		C23
C01		C25

SXXXXUSERS				
C00	C14	C27	C34	C41
C02	C20	C29	C35	C50
C10	C21	C30	C36	C60
C11	C22	C31	C37	
C12	C24	C32	C38	
C13	C26	C33	C39	

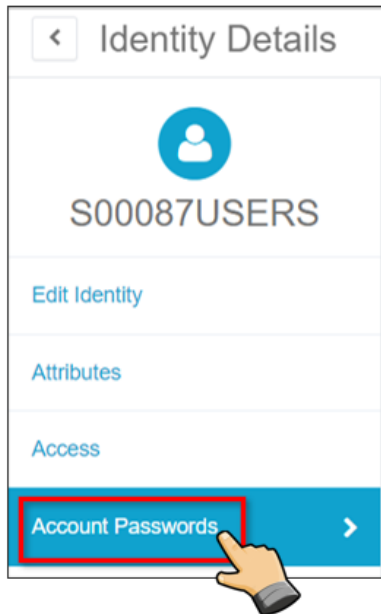
3. Click the **Manage** button on the user group once identified. For this user guide, we will be resetting the c22 password.

The screenshot shows the 'Manage Passwords' interface in the Albertsons Identity Governance system. The page header includes the Albertsons logo and 'Companies Identity Governance'. Below the header, there are navigation links for 'Home' and 'My Work', and a user profile indicator for 'S00087'. The main content area is titled 'Manage Passwords' and includes a search bar for identities. Below the search bar, it indicates 'Showing 1-4 of 4' identities. There are four identity cards displayed, each with a user icon and the following details:

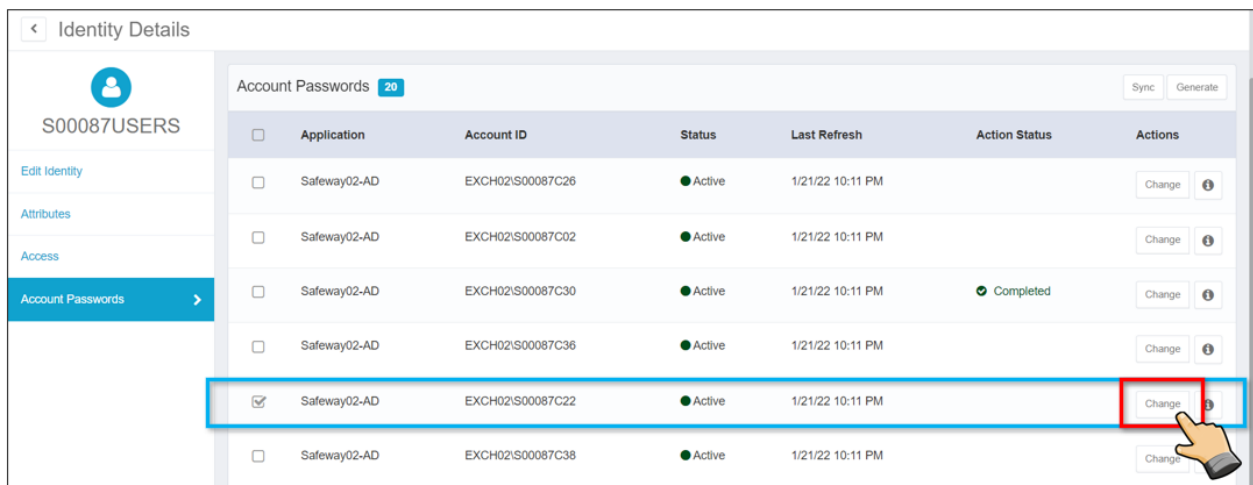
- S00087:** Username: S00087, Identity Type: Store, Sub Type: Generic, Employee Status: ACTIVE, LDAP ID: S00087.
- S00087AM:** Username: S00087AM, Manager: S00087, Identity Type: Store, Sub Type: Generic, Employee Status: ACTIVE.
- S00087DA:** Username: S00087DA, Manager: S00087AM, Identity Type: Store, Sub Type: Generic, Employee Status: ACTIVE.
- S00087USERS:** Username: S00087USERS, Manager: S00087DA, Identity Type: Store, Sub Type: Generic, Employee Status: ACTIVE.

Each identity card has a 'More' link and a 'Manage' button. A red box highlights the 'Manage' button for the S00087USERS identity, and a hand icon is pointing to it.

- Click the Manage Passwords tab.



- From the Account Passwords Screen, **put a check mark** on the C Account under the **Account ID** column then click the **Change** button on the account you wish to change the password.



6. Enter your new password in the **New Password** and **Confirm Password** fields, then click **Submit**.

Safeway02-AD EXCH02/S00087C22 ● Active 1/21/22 10:11 PM Change ⓘ

New Password * Confirm Password *

Password Constraints ⓘ **← Click here to see the Password Constraints**

- Password must have at least 1 letter(s)
- Cannot reuse any of your last 10 passwords.
- Password must have at least 1 lowercase letter(s)
- Password must have at least 8 character(s)
- Password will be checked against your identity attributes.
- Password must have at least 4 character types
- Password must have at least 1 special character(s)
- Password must have at least 1 digit(s)
- Password must have at least 1 uppercase letter(s)
- Password will be checked against your account attributes.
- Password cannot contain your display name
- Password cannot contain your account ID

7. Once Successful, **Account Action Status** will show that it's **Completed**.

Home My Work S00087

Identity Details

S00087USERS

Account Passwords 20 Sync Generate

<input type="checkbox"/>	Application	Account ID	Status	Last Refresh	Action Status	Actions
<input type="checkbox"/>	Safeway02-AD	EXCH02/S00087C26	● Active	1/21/22 10:11 PM		Change ⓘ
<input type="checkbox"/>	Safeway02-AD	EXCH02/S00087C02	● Active	1/21/22 10:11 PM		Change ⓘ
<input type="checkbox"/>	Safeway02-AD	EXCH02/S00087C30	● Active	1/21/22 10:11 PM	✔ Completed	Change ⓘ
<input type="checkbox"/>	Safeway02-AD	EXCH02/S00087C36	● Active	1/21/22 10:11 PM		Change ⓘ
<input checked="" type="checkbox"/>	Safeway02-AD	EXCH02/S00087C22	● Active	1/21/22 10:11 PM	✔ <u>Completed</u>	Change ⓘ
<input type="checkbox"/>	Safeway02-AD	EXCH02/S00087C38	● Active	1/21/22 10:11 PM		Change ⓘ