

Password Manager

Information Technology Office(ITO)

www.hkapa.edu

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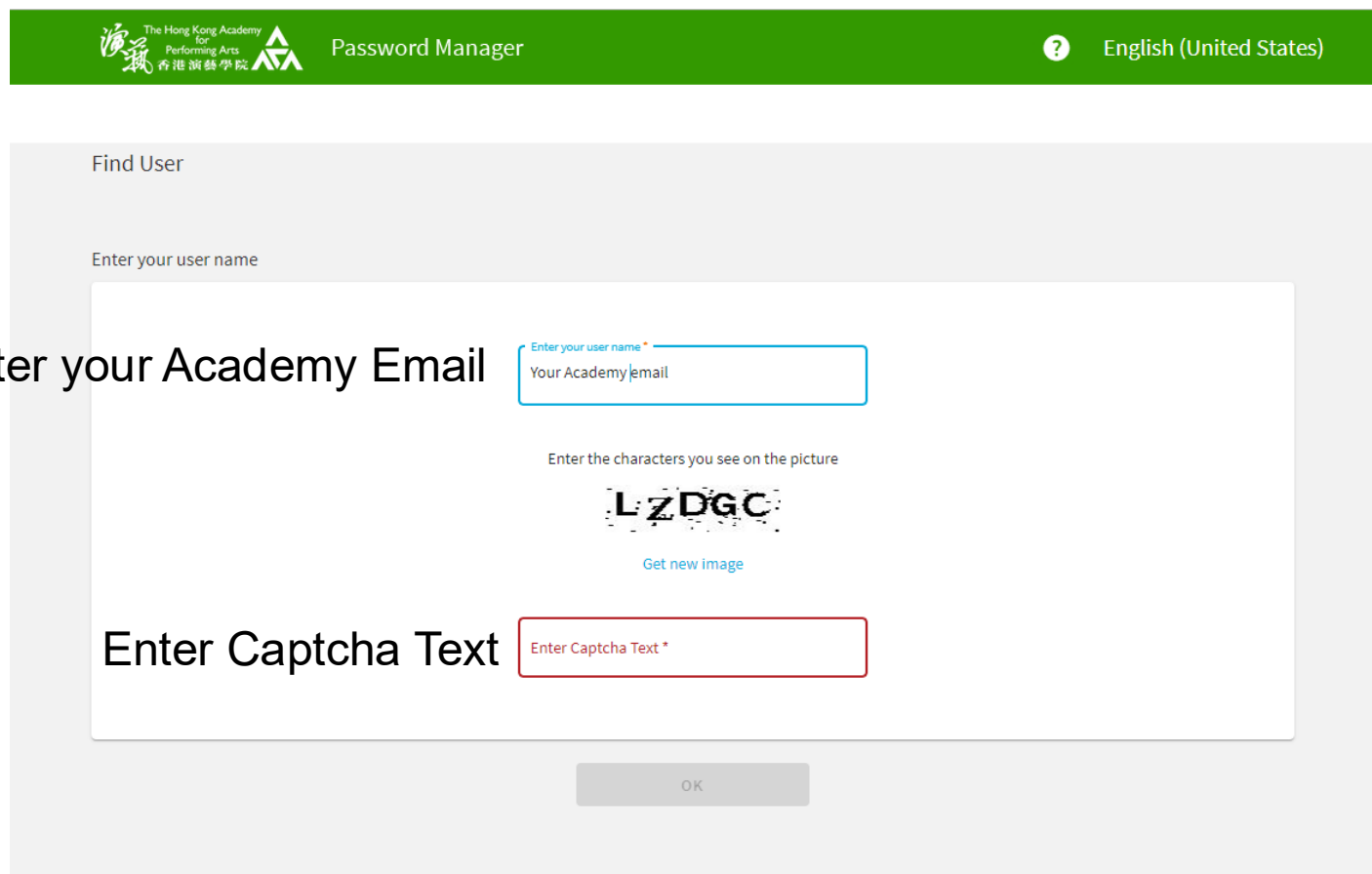


Password Manager Web Portal

- You can self manage your Academy Network ID password from the Password Manager web portal, i.e. pm.hkapa.edu, which you can:
 - 1.Change your existing password
 - 2.Reset password by answer security questions, and
 - 3.Change your security questions
- We encourage you to change it at least once every 180 days.

Password Manager

- Enclosed screenshots below to show the steps to change your password via the Password Manager.



The screenshot shows the Password Manager interface. At the top is a green header bar with the logo of The Hong Kong Academy for Performing Arts (HKAPA) on the left, the text "Password Manager" in the center, and a help icon and "English (United States)" on the right. Below the header, the main content area is light gray. It starts with the text "Find User" followed by "Enter your user name". There is a text input field with a blue border containing the placeholder text "Your Academy Email". To the left of this field, the text "Enter your Academy Email" is overlaid. Below the input field is a CAPTCHA section with the text "Enter the characters you see on the picture" and a CAPTCHA image showing the characters "LZDGC". Below the CAPTCHA image is a link that says "Get new image". To the left of the CAPTCHA input field, the text "Enter Captcha Text" is overlaid. The CAPTCHA input field has a red border and contains the placeholder text "Enter Captcha Text *". At the bottom center of the form is a gray button labeled "OK".

Manage My Profile

The screenshot shows the Password Manager interface. At the top is a green header bar with the HKAPA logo, the text "The Hong Kong Academy for Performing Arts 香港演藝學院", and "Password Manager". To the right of the header are icons for home, user, help, and notifications, followed by the text "English (United States)".

Below the header is a light gray dashboard area. At the top left of the dashboard is the word "Dashboard". To its right is a green circular profile icon. Below these is a white box containing the text "Hello, WONG Chris (hkapa.education\chriswong)". To the right of this box is the text "Account Status: **Registered + Unlocked**" with a green padlock icon.

Below the white box are three green rectangular buttons. The first button has a white profile icon and the text "Manage My Profile". A blue arrow points to this button from the left. The second button has a white icon of a monitor with three asterisks and the text "Forgot My Password / Password Expired". The third button has a white icon of a document with a pencil and the text "Manage My Passwords".

Manage My Profile

- If you are first time to login to Password Manager, first you need to do is filled in all the security questions and enter your personal email.

The Hong Kong Academy for Performing Arts 香港演藝學院 Password Manager

Home User Profile Help English (United States)

Security questions Status: Incomplete

Selected language: English (United States)

1 What is your date of birth in DDMM format? (e.g. 1501) My Answer *

2 What are the first 4 characters of your Hong Kong ID Card? My Answer *

3 What is your phone / mobile No.? (e.g. 91234567) My Answer *

4 What is your spouse's date of birth in DDMM format? (e.g. 1501) My Answer *

5 What is your nickname? (e.g. little star) My Answer *

Cancel Done

Manage my profile

Hello, [redacted] (hkapa.education/[redacted]) Account Status: Registered + Unlocked

Security questions Status: Incomplete

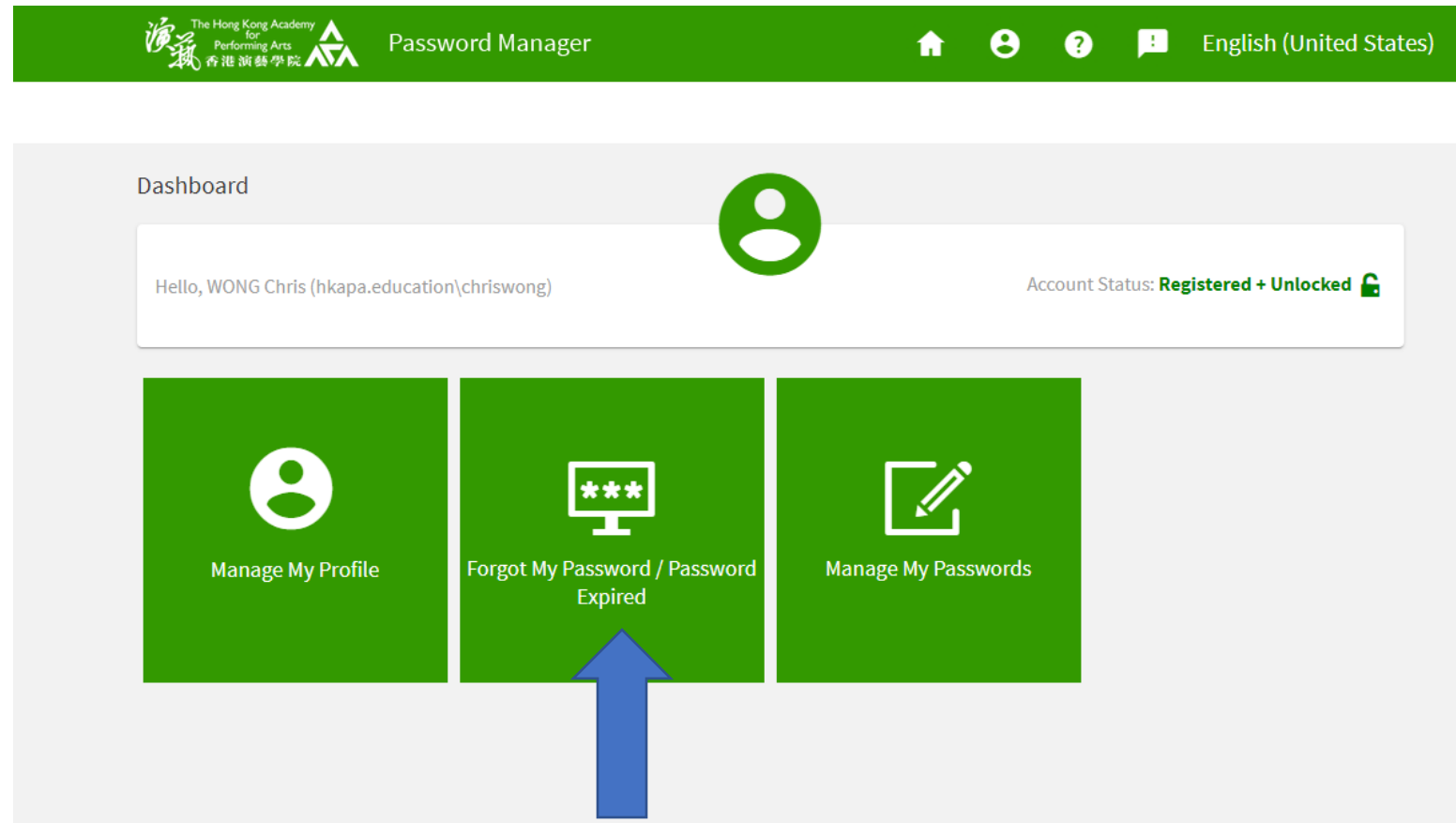
Personal Email address Status: Complete

Email address [redacted]@gmail.com

Cancel Done

Back Continue

Forgot My Password / Password Expired



Forgot My Password / Password Expired

 Password Manager     English (United States)

Select one of the following methods for authentication

☒ Security questions ☐ Personal email

To continue, answer the following questions.

1

What is your spouse's date of birth in DDMM format? (e.g. 2802)

My Answer *

2

What is your nickname ? (e.g. little star)

My Answer * 

3

What is your date of birth in DDMM format ? (e.g. 1501)

My Answer * 

Manage My Passwords

The Hong Kong Academy for Performing Arts 香港演藝學院 AFA Password Manager

Home User Profile Help Chat English (United States)

Dashboard

Hello, WONG Chris (hkapa.education\chriswong)

Account Status: **Registered + Unlocked** 

 Manage My Profile

 Forgot My Password / Password Expired

 Manage My Passwords



Manage My Passwords

The Hong Kong Academy for Performing Arts 香港演藝學院

Password Manager

English (United States)

Manage my passwords

Hello, [redacted] (hkapa.education/[redacted])

Account Status: **Registered + Unlocked**

1 Enter your existing password 2

Enter your password *

☐ Show Password

Back Continue

Manage My Passwords

 Password Manager

 English (United States)

Hello,  (hkapa.education/ )

Account Status: **Registered + Unlocked** 

1

Enter the new password

2

New password *

Confirm new password *

☐ Show Password

Back

Continue

Your password must contain:

Include characters from three of the four categories:

☒ English uppercase characters (A-Z)

☒ English lowercase characters (a through z)

☒ Numerals (0 through 9)

☒ Non-alphabetic characters (such as !, @, #, \$, %, ^, &, *)

And also include:

☒ Minimum length 8 characters

And be:

☒ Maximum 180 days old

Your password must not contain:

☒ All or part of the user's account name

Default Domain Policy (Policy validation can only be checked after clicking Continue)

☒ The password must meet the password history requirements of the system. The number of passwords to store: 3



Thank you