

## How to enroll in Password Central

Web address to access Password Central: <https://apps.health.vermont.gov/aims/PS/Default.aspx>

This is the welcome and logon page for Password Central. Enter your State of Vermont username in the format you were given; most likely firstname.lastname and click "I agree".



Welcome to the State of Vermont Password Central  
SELF-SERVICE CROSS-PLATFORM PASSWORD RESET AND SYNCHRONIZATION

### Primary Account

User ID:

### Privacy Policy & Terms of Use

By logging on to the State of Vermont Network I certify that I have read and understand the State of Vermont policies that detail the restrictions on the use of electronic communications and the internet and the use of computer hardware and software within the workplace. I understand that the policy is the State of Vermont Personnel Policy #11.7 and that a copy of this policy is available from my HR Administrator, or supervisor. You are entering a state government computing environment. Only State of Vermont employees with an authorized need and use for the information contained herein should proceed beyond this point. This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Avatier Corporation is a registered trademark of Avatier Corporation. Copyright © 1995-2015 Avatier Corporation. All rights reserved. All other trademarks or registered trademarks are owned by their respective holders.



Read the message and click "Continue".



Logged in as: AHS\basil.vansuch



### You must first Enroll to use Password Central

The first step in using Password Central is to enroll. You must provide answers that only you would know to 3 unique identity questions.

You must also confirm your email address, so we can send you a notification anytime your account is accessed via Password Central.

You will need to know your current password to continue enrolling. If your account is locked or you do not know your password, contact the help desk at 802-828-6620 to have it reset. You will need an unlocked account with a known password in order to enroll. Enter your password and click "Continue".



### Primary Domain Logon Verification

Enter your Microsoft Windows UserID and password.

User ID:

Password:

continue

cancel

Choose 3 security questions and answer them appropriately. Please remember these questions/answers as they are critical to allowing you to manage your account password yourself. Click "Continue".



### Enrolling **AHS\basil.vansuch**

Question 1:

Answer 1:

Question 2:

Answer 2:

Semi-Private Question: When you call the Service Desk, you may be asked to disclose this answer to verify your identity.

Question 3:

Answer 3:

You will be asked to answer these questions if you need to reset your password, or manage your account.

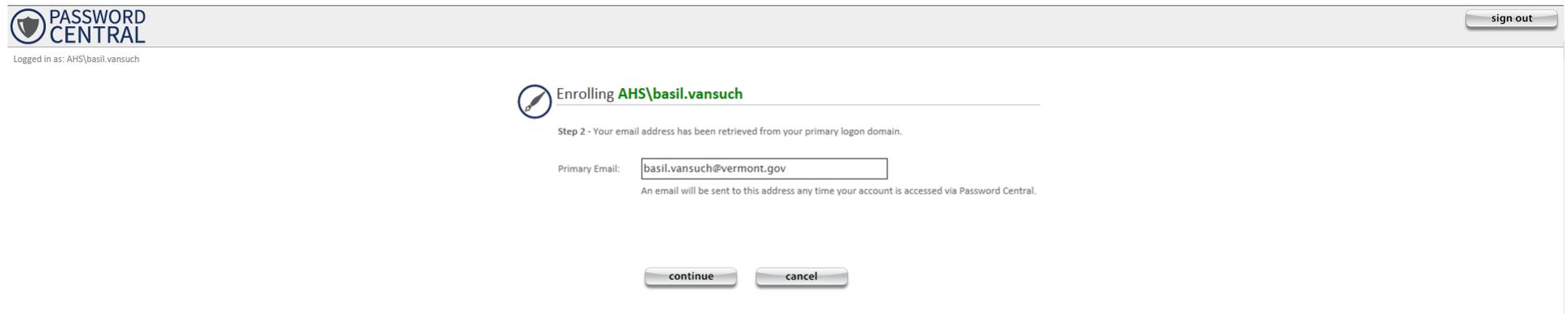
continue

cancel

Password Central requires an email address that is unique to you. It cannot be a shared family or shared work address since it will be used for communication related to the account, including password changes. The email you enter is not required to be a State of Vermont or other workplace email address (it can be any email address that you own/use and have access to), but it does need to be an email address that is unique to you.

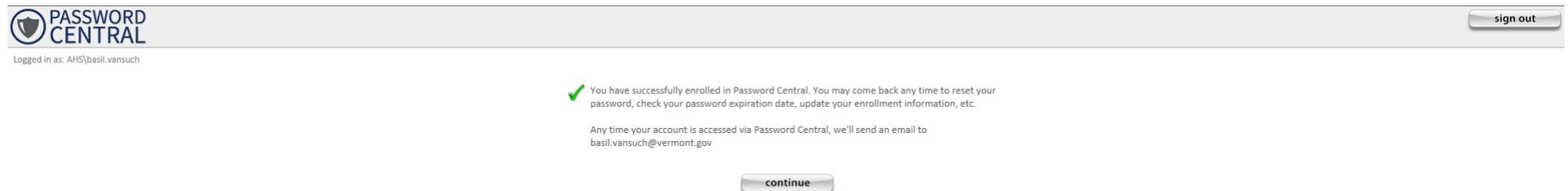
- If an email address is shown, it is in our system associated with your State account. Please confirm that it is correct. If a shared email account is shown, please delete the shown email and enter in your unique email address.
- If the Primary Email field is blank, please enter your unique email address here. You must enter an email address in order to be contacted about your password expiring.

Click “Continue”.



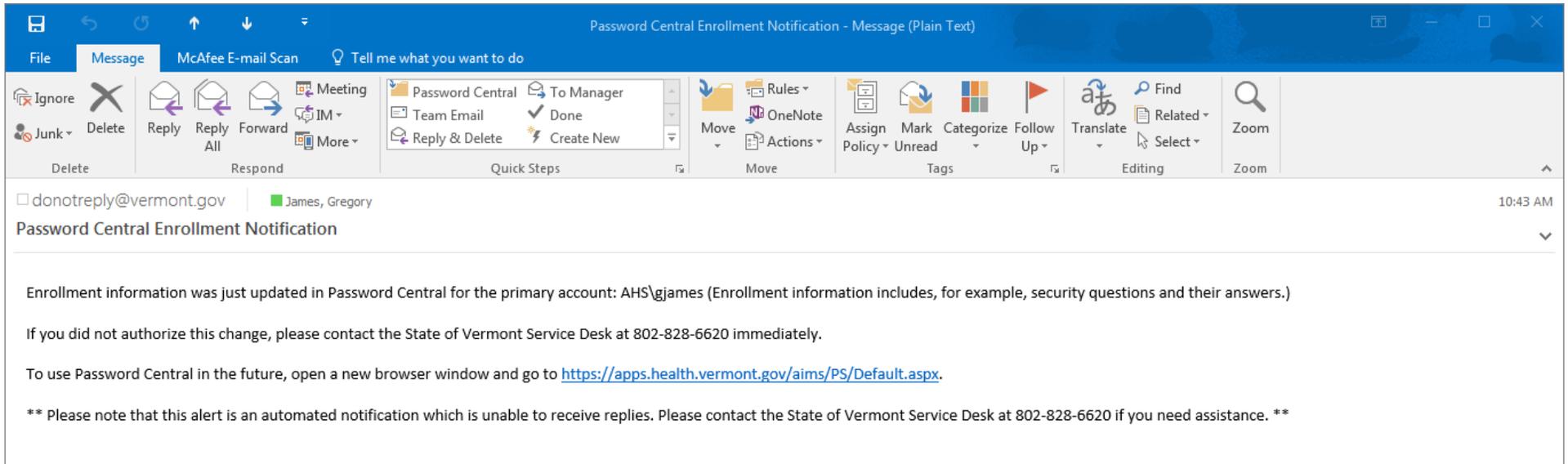
The screenshot shows the Password Central enrollment interface. At the top left is the Password Central logo and the text "Logged in as: AHS\basil.vansuch". At the top right is a "sign out" button. The main content area is titled "Enrolling AHS\basil.vansuch" with a pencil icon. Below this, it says "Step 2 - Your email address has been retrieved from your primary logon domain." There is a "Primary Email:" label followed by a text input field containing "basil.vansuch@vermont.gov". Below the input field, a note states: "An email will be sent to this address any time your account is accessed via Password Central." At the bottom of the form are two buttons: "continue" and "cancel".

You will see this success message on your screen. Included is a notice that any time your account is accessed with Password Central, you will receive an email at the email address you provided. Click “Continue”.



The screenshot shows the Password Central success message. At the top left is the Password Central logo and the text "Logged in as: AHS\basil.vansuch". At the top right is a "sign out" button. The main content area features a green checkmark icon followed by the text: "You have successfully enrolled in Password Central. You may come back any time to reset your password, check your password expiration date, update your enrollment information, etc." Below this, a notice states: "Any time your account is accessed via Password Central, we'll send an email to basil.vansuch@vermont.gov". At the bottom of the message is a "continue" button.

Here is an example of the email you will receive upon successful enrollment in Password Central:



The next screen you see after successfully enrolling is this (please see the Password Central end-user guide for instructions on how to use this section):

