

Enroll with Account Services

[Unlock Account](#)[Change Password](#)[Reset Password](#)

Let's enroll with St. Dominic's **Account Services**. It provides a way for you to easily:

- unlock your computer account, if it becomes locked
- reset your password, if you forget it
- change your password at any time

When you first login to the computer, you will be prompted to enroll. Follow the instructions. Otherwise, visit <https://account.stdom.com/> and follow the on-screen prompts.

First Step: Choose Google Authenticator or Security Questions

There are two ways to prove your identity to Account Services. You get to pick:

- **Google Authenticator**, using your smartphone. This is the recommended option.
- **Security Questions**, simple, supported yet not recommended.

If you carry a smartphone (Apple, Android, Blackberry) today and you expect to have access to it during your workdays, then choosing Google Authenticator is naturally the best option. Otherwise, you will need to choose Security Questions. You can later switch to Google Authenticator when you gain access to a smartphone or otherwise make that choice. Use the Google Authenticator instructions below or skip ahead to the Security Questions section, if that's your method.

Google Authenticator

In the (Apple or Android or Blackberry) App Stores, Google provides a free application called *Google Authenticator*. In your app store, search for "Google Authenticator". It is free.

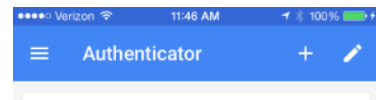
1. Download Google Authenticator to your smartphone, run it.
2. Tap the + at the top to add a code for Account Services
3. Tap "Scan Barcode" and aim camera at the QR code (see left)



on the Account Services enrollment screen. After it scans, notice a new 6 digit code in Authenticator with "ADSelfServicePlus" and your employee id.

You are enrolled.

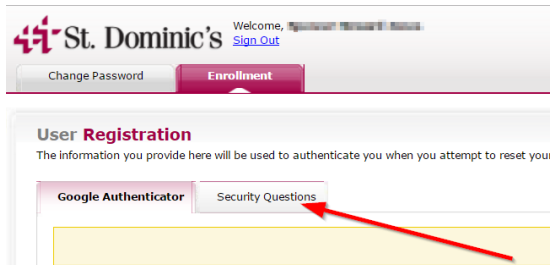
4. In the future, when Account Services asks you to verify your identity, tap the Authenticator icon on your smart device and enter the 6 digit code into the box.



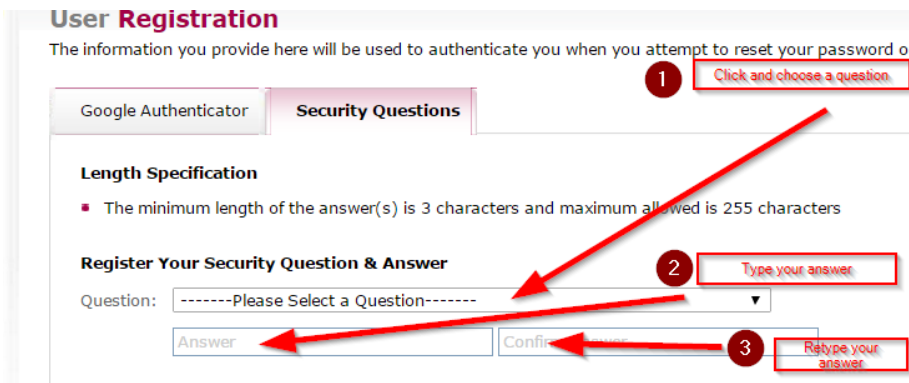
Pro tip: These codes change every 30 seconds. If the number is flashing red, it will change soon, so wait and use the new code when it is displayed.

Security Questions (supported, yet not recommended)

If you are unable or otherwise elect not to use Google Authenticator to verify your identity to Account Services, you have the option of setting up security questions. To enroll using Security Questions:



- Click the “**Security Questions**” tab (next to the “**Google Authenticator**” tab)
- Overview: Select five questions and provide your answers. Repeat each answer to confirm.
- Answers are obscured so you can safely enroll when there are people close by.
- To select a question, click the box and choose from the provided list.
- You are asked to repeat your answer just to make sure the system has it right.
- TIP: Your answer doesn’t have to be true or even related. Just be sure you will remember it when you see the question again.
- Nobody will ever read your questions or answers. **Use any answer you will remember.**
- Click “Enroll” when you are done. You may be prompted to complete any missing items.



User Registration
The information you provide here will be used to authenticate you when you attempt to reset your password or

Google Authenticator **Security Questions**

Length Specification

- The minimum length of the answer(s) is 3 characters and maximum allowed is 255 characters

Register Your Security Question & Answer

Question: -----Please Select a Question-----

Answer Confirm

After You Enroll

That’s all there is to it. The next time you need to unlock your account, change your password, or you forget your password, simply pull up a browser to <https://account.stdom.com/>

It will ask you for a code from your smartphone or answers to 3 of your Security Questions. When you have proven your identity, Account Services will give you access to resolve your account issue.