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Introduction

Indiana Tech’s new password management system, https://LetMeIn.IndianaTech.edu, provides a convenient means for Indiana Tech students, faculty, and staff to unlock their network account or reset their password/passphrase. This provides the ability to manage your own account for access to many of the technical resources provided through the university.

Before you can begin using Let Me In, you must first log in (using your current Indiana Tech credentials) and provide a cell phone number and an alternative email address. PortalGuard will send you temporary one-time passwords to your cell phone and/or alternative email address in the event you ever forget your password and need to reset it.

The instructions below show you what you need to do:

Getting Started – Enrolling Your Account

1) You can access Let Me In from the following location:
   a) http://letmein.indianatech.edu

2) Enter your current Indiana Tech username/password and click <Login>.
   a) Faculty/Staff: Only enter your username and not the @indianatech.edu
   b) Students: Enter your username as username@indianatech.net
3) When logging in the first time, a window will request that you enter your password again to enroll your challenge answers. Please enter your password and click <continue>.

4) You will be presented with a page where you will need to answer 5 questions out of 15 that are available for selection. Please provide answers to whichever questions you wish. You will choose the question to answer by clicking on the drop-down button with the available questions. Once you have chosen and answered 5 questions, click <continue>.

5) After clicking continue, you will be presented with a ‘Success’ screen and a link to continue the login process. Please click on the link to continue.
6) Next, a window will request that you enter your password again in addition to your mobile phone number. Please enter your password and your mobile phone number and click <continue>. Please note that there may also be a question about your carrier if the number is not recognized.

![Enrollment - Mobile Phone](image)

7) After clicking <continue>, a one-time temporary password will be sent to the cell phone number provided. Upon receipt of the temporary password, enter it and click <Continue>. Please be careful reading and entering the temporary password. It is case-sensitive and could contain letters and numbers.

![End-User Self Service](image)

8) After clicking continue, you will be presented with a ‘Success’ screen and a link to continue the login process. Please click on the link to continue.

![End-User Self Service](image)

4. After successfully registering your questions and cell phone, you will see the Let Me In home page. You can log in at any time and update this information as needed. Notice that the there are several sections with information.
11. If you have finished updating your information, click the “Log Out” link in the top right.
Set Password – I know my password but want/need to change it.

If you know your Indiana Tech password but you would like to change it. Since you have registered your cell phone and questions, Let Me In can help you reset your password.

1. From any browser, type the following URL: http://letmein.indianatech.edu
2. Provide your username and click <Set Password>.
3. Provide your current password and click <Continue>.
4. Enter your desired new password and confirm it. Click <Set Password>.

- In the event that your new password is not strong enough, you will receive a message similar to the following. Please ensure your password meets the criteria listed.

5. Once your password is accepted, you will receive a confirmation message. With this confirmation, you should now be able to log into Indiana Tech network and web based services using your new password.
Self Service – I can’t get my password to work.

There are times when you cannot remember your Indiana Tech password and need to reset it OR you are receiving messages that your account has been locked. Since you have registered your cell phone and questions, Let Me In can help you reset your password.

1. From any browser, type the following URL: http://letmein.indianatech.edu
2. Provide your username and click <Forgot Password?>.

3. If you are pretty sure you remember your password, but your account has become locked (possibly because of unsuccessful login attempts), you may select “Unlock Account”. However, if it is more likely you cannot remember your password, select “Reset Forgotten Password” and click <Continue>. For this example, we’ll choose “Unlock Account”. Please note that if “Reset Forgotten Password is chosen, you will be required to change your password once you are authenticated.
4. You may have a one-time temporary password sent to your cell phone or you may answer several of your challenge questions. For this example, we’ll choose the one-time password and have it sent as a txt to our cell phone. Make sure “Mobile Phone Number” is selected and click <Continue>.

5. Once you receive your one-time temporary password, enter it and click <Continue>.

6. A confirmation screen will be displayed letting you know that your account was unlocked successfully.
7. If you chose to reset your password toward the beginning of this process, you will be asked to enter your new password twice and click <Continue>

8. A confirmation screen will let you know if the password change has been successful.