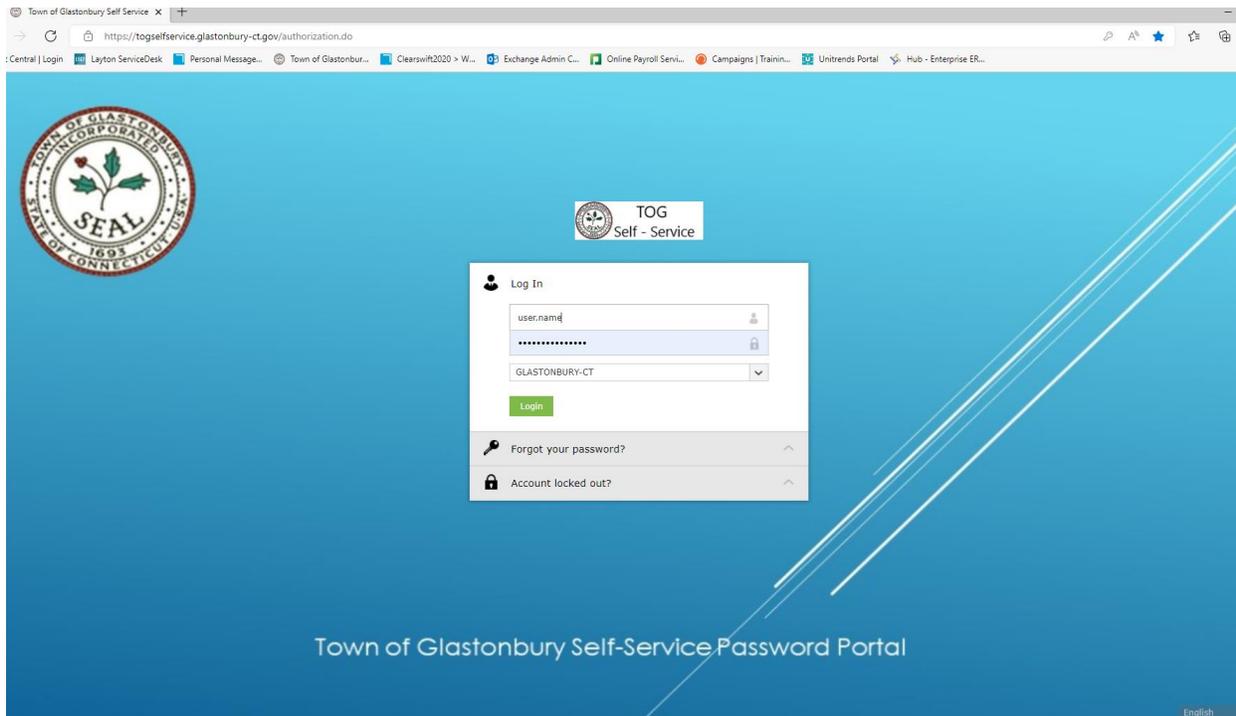


Instructions for Registering and using the Town of Glastonbury Password Change Portal.

Requirements to start using this portal:

- Access to your Town email account
- Must know your current email password

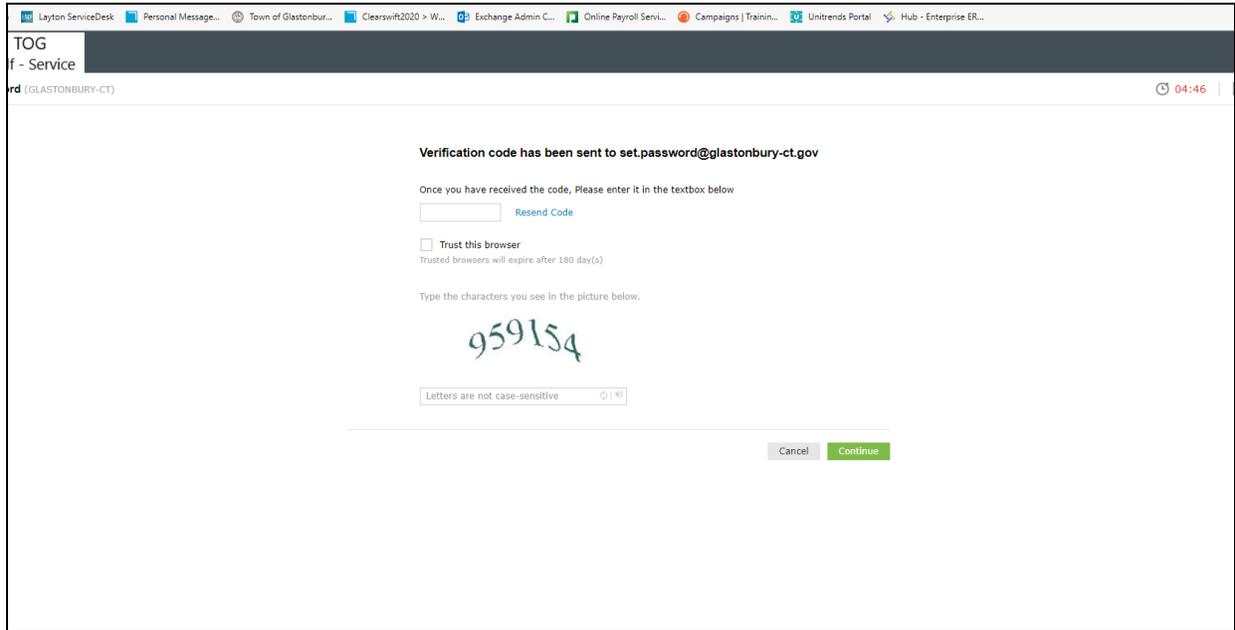
Step One: Register with the Password Change Portal (TOG Self-Service):



Go to <https://togselfservice.glastonbury-ct.gov/>

- Put in your username, usually first name.last name.
- Put in your password.
- Be sure the last field shows GLASTONBURY-CT

Step Two: Enter a verification Code from your email and a Captca code.



The screenshot shows a web browser window with multiple tabs open, including 'Layton ServiceDesk', 'Personal Message...', 'Town of Glastonbur...', 'Clearswift2020 > W...', 'Exchange Admin C...', 'Online Payroll Servi...', 'Campaigns | Trainin...', 'Unitrends Portal', and 'Hub - Enterprise ER...'. The active page is titled 'TOG Self-Service' and is for the user 'rd (GLASTONBURY-CT)'. The page content includes a notification: 'Verification code has been sent to set.password@glastonbury-ct.gov'. Below this, it instructs the user: 'Once you have received the code, Please enter it in the textbox below'. There is an empty text input field followed by a 'Resend Code' link. A checkbox labeled 'Trust this browser' is present, with a note that 'Trusted browsers will expire after 180 day(s)'. A CAPTCHA image shows the characters '959154'. Below the image is a text input field with the placeholder 'Letters are not case-sensitive' and a refresh icon. At the bottom right, there are 'Cancel' and 'Continue' buttons.

A VERICATION CODE WILL BE SENT TO YOUR GLASTONBURY EMAIL ACCOUNT FROM TOG SELFSERVICE. GO INTO YOUR GLASTONBURY EMAIL AND COPY THE VERIFICATION CODE INTO THE FIRST FIELD.

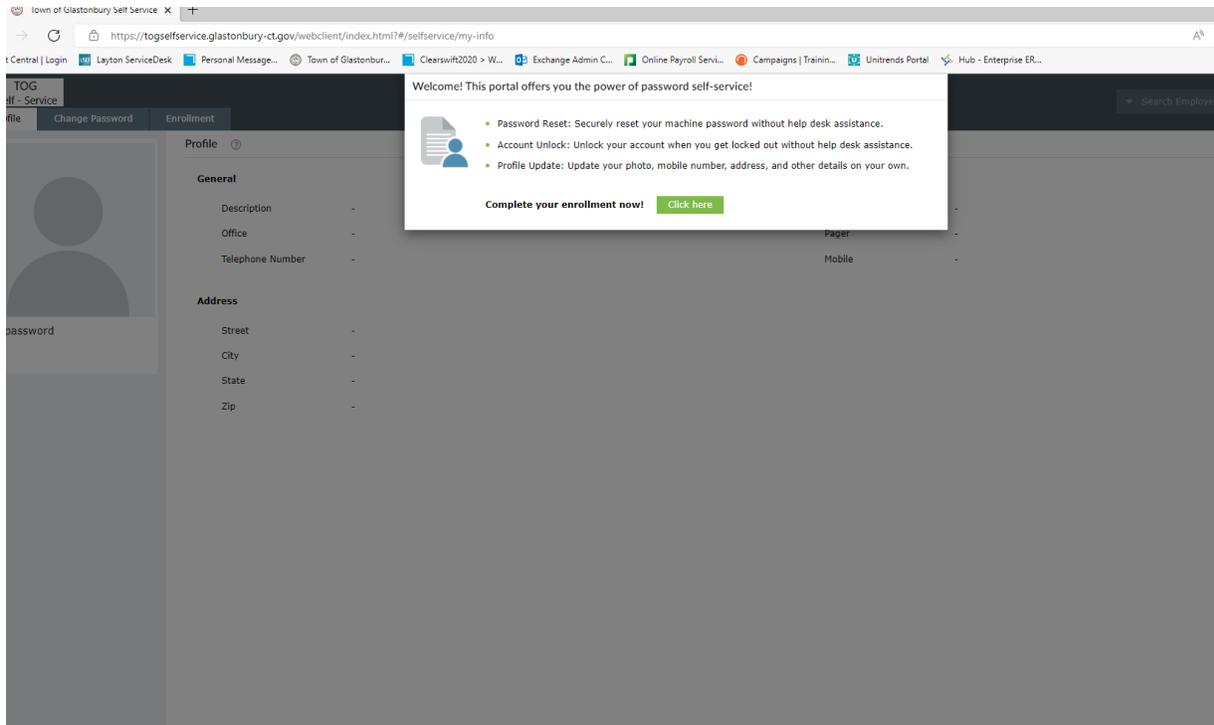
NEXT, YOU WILL NEED TO TYPE IN THE CHARACTERS DISPLAYED TO PROVE YOU ARE NOT A BOT. THEN CONTINUE.

Step 3: Select Town Email account and again enter a Captcha Code.

The screenshot shows a web browser window with the TOG Self-Service portal. The page title is "set.password (GLASTONBURY-CT)". The main heading is "Get a verification code via email". Below this, there is a section "Select your email address" with a dropdown menu. The selected email address is "set.password@glastonbury-ct.gov". A captcha code "957655" is displayed in the center of the page. Below the captcha, there is a text input field with the placeholder "Letters are not case-sensitive". At the bottom right, there are two buttons: "Cancel" and "Continue".

SELECT YOUR TOWN EMAIL ACCOUNT AND A VERIFICATION CODE WILL BE SENT TO IT TELLING YOU THAT YOU ARE ENROLLED.

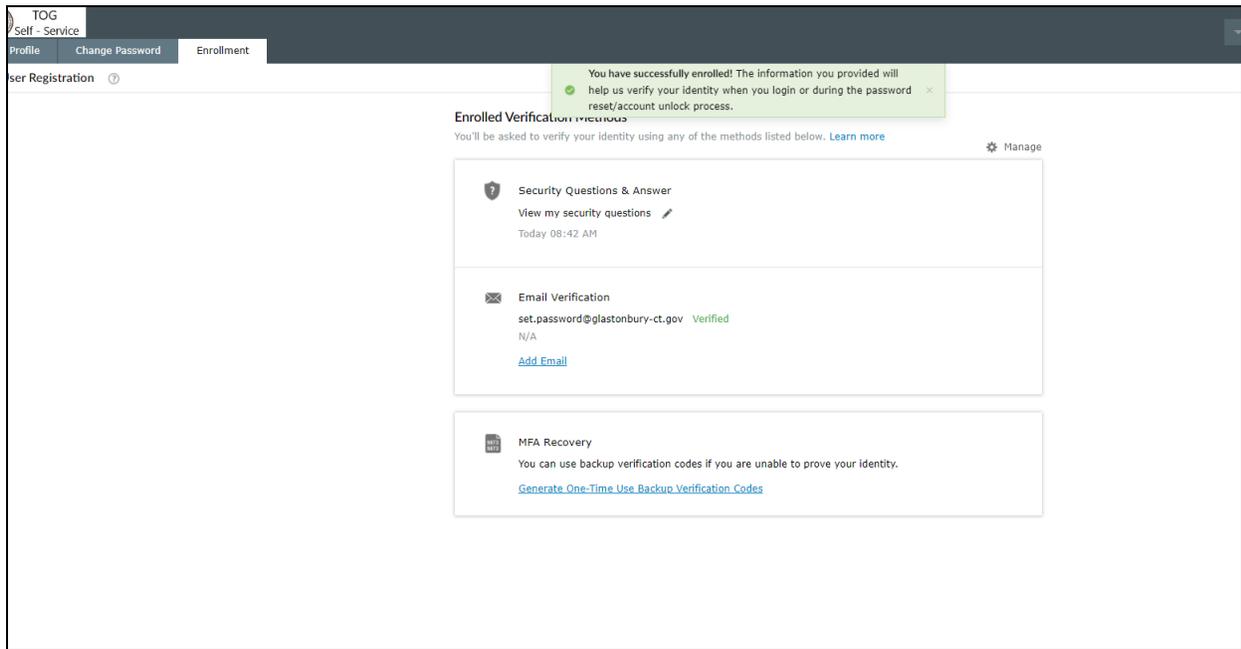
YOU WILL AGAIN NEED TO PUT IN THE CHARACTERS DISPLAYED TO PROVE YOU ARE NOT A BOT. THEN CONTINUE.



YOU ARE NOW ENROLLED IN TOG SELFSERVICE.

YOU CAN COMPLETE THE ENROLMENT BY CLICKING ON THE GREEN “CLICK HERE” BUTTON.

Step 4: Setup Security Questions for site



YOU WILL UPDATE YOUR SECURITY QUESTIONS AND ANSWERS HERE. CLICK ON THE SECURITY QUESTIONS & ANSWER/VIEW MY SECURITY QUESTIONS.

TOG
Self - Service

Profile Change Password Enrollment

User Registration ⓘ

Please enroll for the forced verification methods enabled for your account.

Security Questions

Question : -- Please Select a Question --

..... Confirm Answer

Question : -- Please Select a Question --

Answer Confirm Answer

Hide Answer(s)

- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

Step 1 of 1 [Next](#)

SELECT THE QUESTIONS AND YOUR ANSWERS, YOU WILL NEED TO DO TWO QUESTIONS.

SELECT NEXT WHEN YOU HAVE FINISHED

Step 5 After completion of registration and Security questions you can click on the Change Password tab and change your password if you need to.

The screenshot shows a web browser window with the URL <https://togselfservice.glastonbury-ct.gov/webclient/index.html?#/selfservice/change-password>. The page title is "TOG Self-Service" and the navigation tabs are "Profile", "Change Password", and "Enrollment". The "Change Password" tab is active. The page contains three input fields: "Old Password", "New Password", and "Confirm New Password". Below the input fields, there is a list of password requirements:

- The minimum password age is 0
- The maximum password age is 90
- The minimum password length is 8
- No. of passwords remembered is 5
- The password complexity property is enabled

At the bottom of the form, there are two buttons: "Change Password" (highlighted in green) and "Cancel".

NOW WHEN YOU LOG ON, YOU WILL SEE A TAB AT THE TOP OF THE PAGE TITLED "CHANGE PASSWORD"
THERE YOU CAN PUT IN YOUR OLD/CURRENT PASSWORD, THEN CHOOSE A NEW PASSWORD AND CONFIRM IT.