

Self Service Password Reset Registration

Vendors and Non-Employees:

To use the **Self Service Password Reset** tool you must first register by logging into the system with your network ID and answering a few questions of your choice. After setting your questions and answers the information will be used to verify your identity whenever you need to reset your password.

Note: Employees are pre-registered in SSPR and are not required to manually register their accounts.

To complete the initial registration process you must know your current Network ID and password.



1. To register in the system click on the "**Password Reset**" icon on the desktop or via the Citrix application icon if connecting remotely.

<https://reset.rwjbh.org>

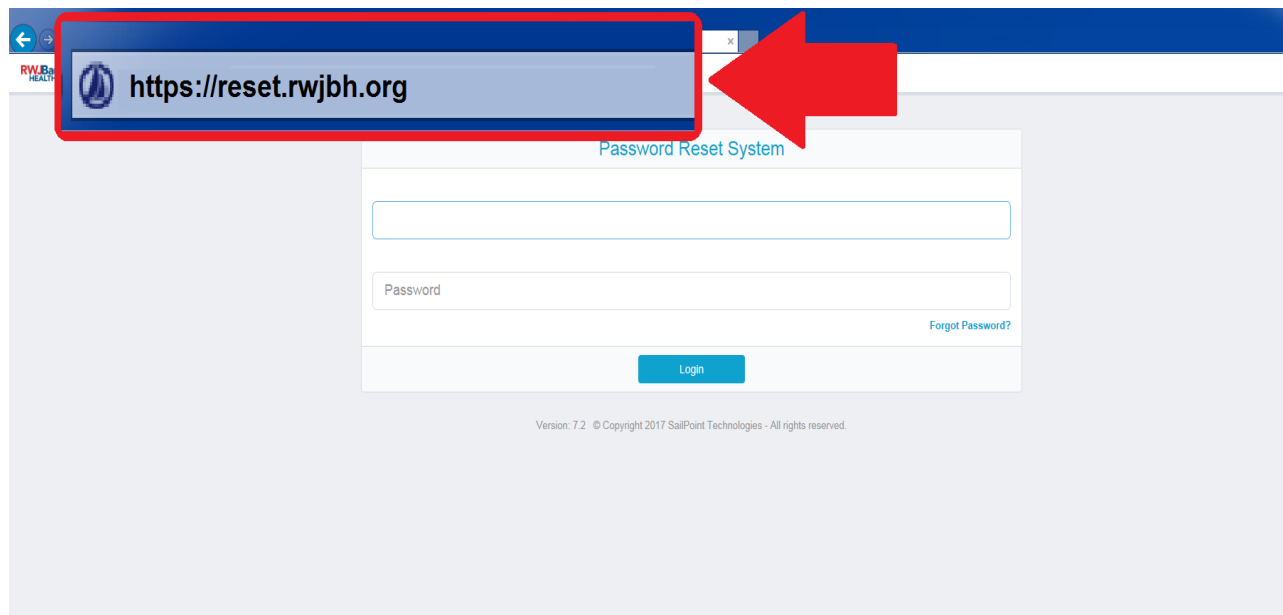


Figure 1 – Registration - Login Page

2. At the login page use your network username and password to login.

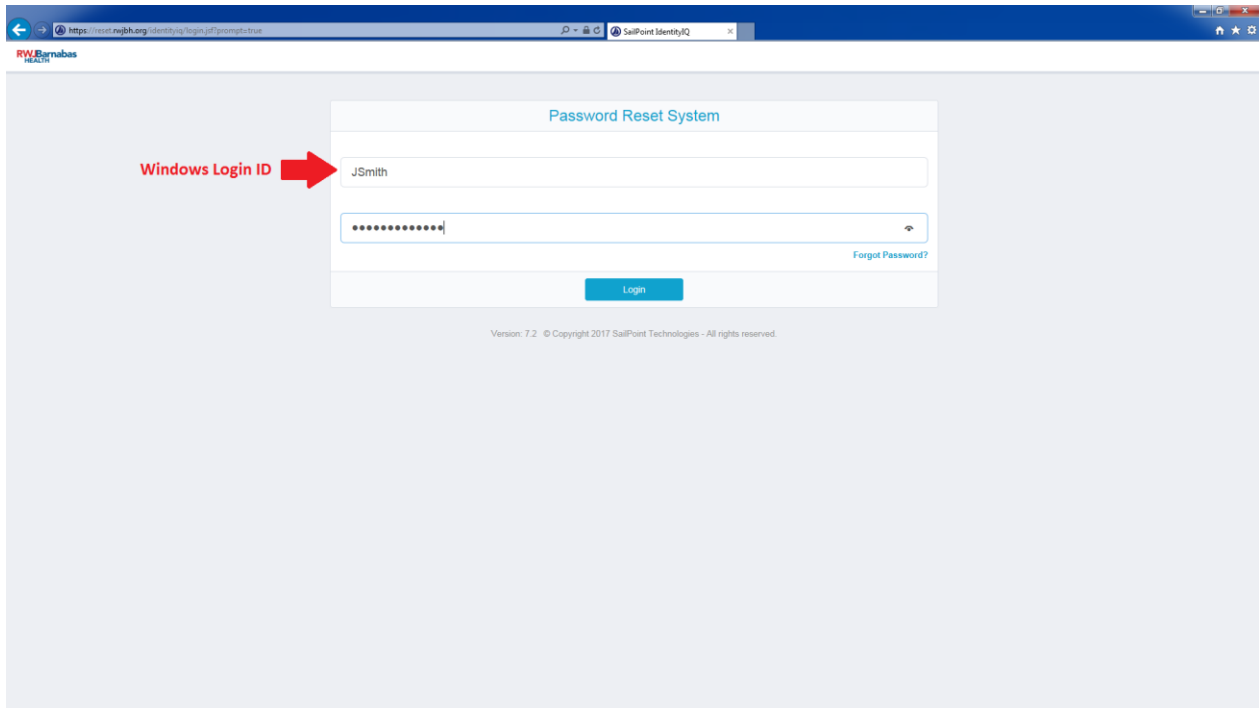


Figure 2 – Registration – Login with Network ID

3. At the Authentication Questions page click on each drop down menu to select your three preferred questions. When done click on the “Save” button to complete your registration.

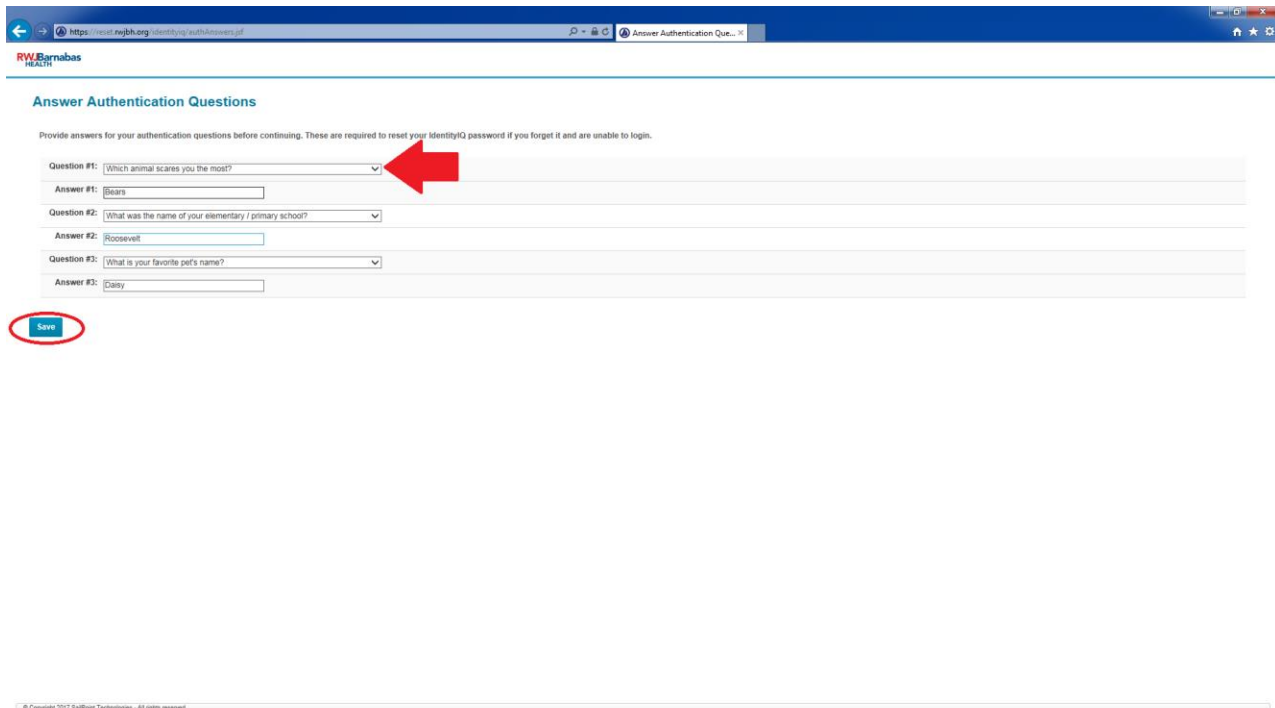


Figure 3 – Registration - Authentication Questions

4. Your registration is complete! Now you can just close the page or click on the menu drop down on the top right hand corner and then click on **“Logout”**.

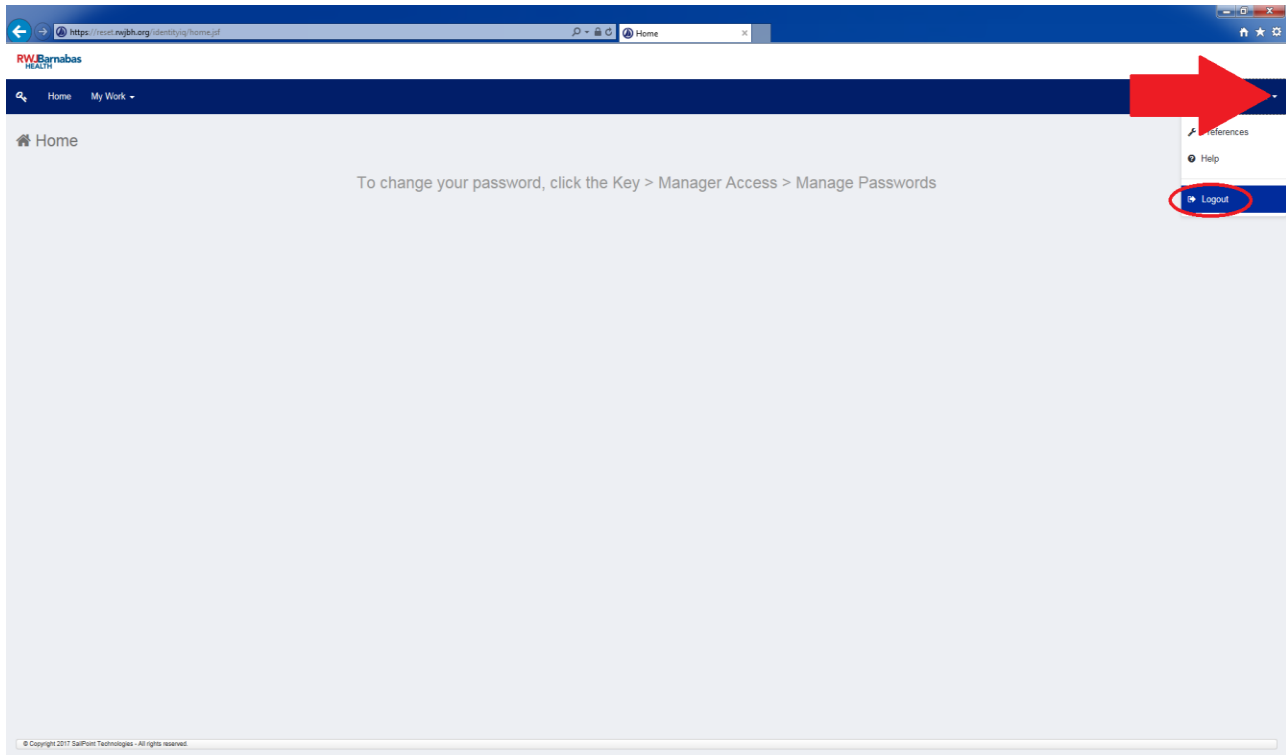


Figure 4 – Registration - Logout Screen