

Self Service User Account Management System (SSUAMS)

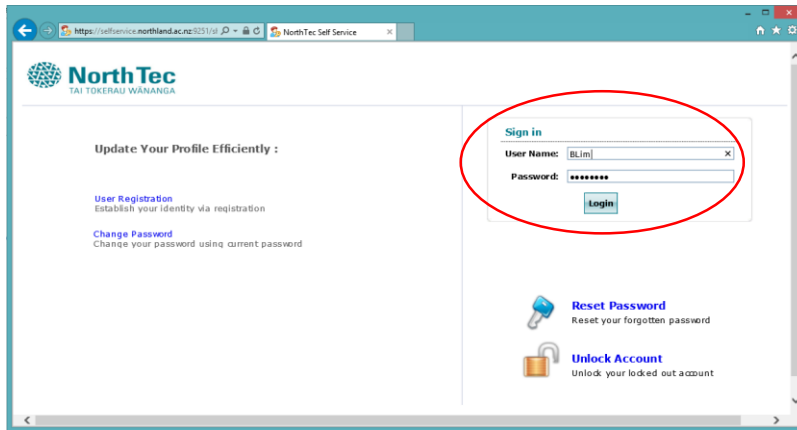
NorthTec Staff\Student Account Enrolment Process using Web Browser

Below are the steps on how to enrol your NorthTec Account on the Self Service User Account Management System (SSUAMS) using the Web Browser. This is a pre-requisite before a Staff or Student can perform password reset and account unlocking using this facility. Aside from this document, you can also use “SSUAMS - Enrolment through Mobile App” procedure to enrol. This system is accessible from within and outside NorthTec Campus network across the internet.

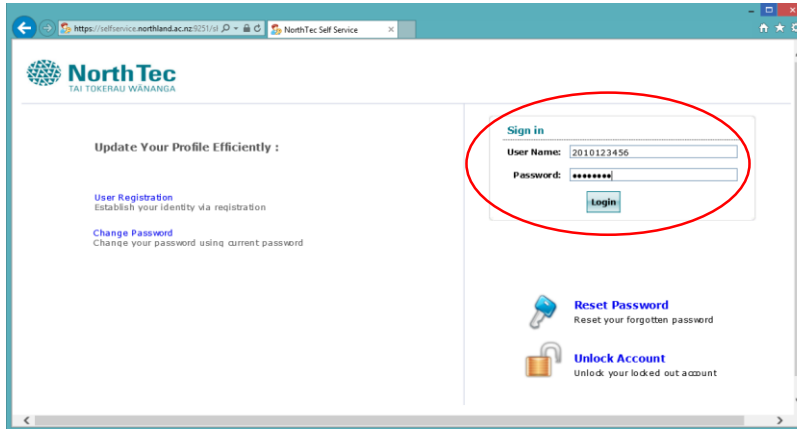
How to Enrol

1. Open your browser and go to the web address <https://selfservice.northland.ac.nz:9251>. Enter your Staff or Student Account (Student No.) and password that you normally use to log on to NorthTec computers as shown below, then click the “Login” button.

For Staff



For Student



2. You will be presented with the screen below, click on the “Click Here” link to proceed:



This will take you to the Security Question page.

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3. You will now need to fill in your security questions as follows:
 - a. You will now need to choose one pre-defined question by clicking on the inverted triangle;
 - b. key in the answer to your preferred pre-defined question twice;
 - c. create one custom question;
 - d. supply the answer to your custom question twice;
 - e. click "Enroll" button to complete the enrolment process

Note: Answers to your secret questions are case sensitive. Please ensure that you remember this.

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Welcome, Temp
[Sign Out](#), [Personalize](#)

Change Password Enrollment

User Registration

The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.

Security Questions

Length Specification

- The minimum length of the question(s) should be 5 characters and maximum allowed is 255 characters
- The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters

Register Your Security Que & Ans

Que: What is your mother's maiden name ? ▼ a

**** **** b

Que: Where is the coolest place to work? c

***** ***** d

Hide Answer(s)

Enroll e

4. You will be presented with a confirmation that you have enrolled successfully. Enrolment process is done and you can now sign out from the system any time.

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[Sign Out](#), [Personalize](#)

Change Password Enrollment

You have enrolled for password self-service successfully!

✔ When you request for password self-service, you will be authenticated using this info.