

## Mouritech Self-Service Portal

### **Purpose of this document:**

The purpose of this document is to guide you through the process of enrolling and reset your AD and Mail password.

Your password will be secure and can change the password any time using Multi factor authentication.

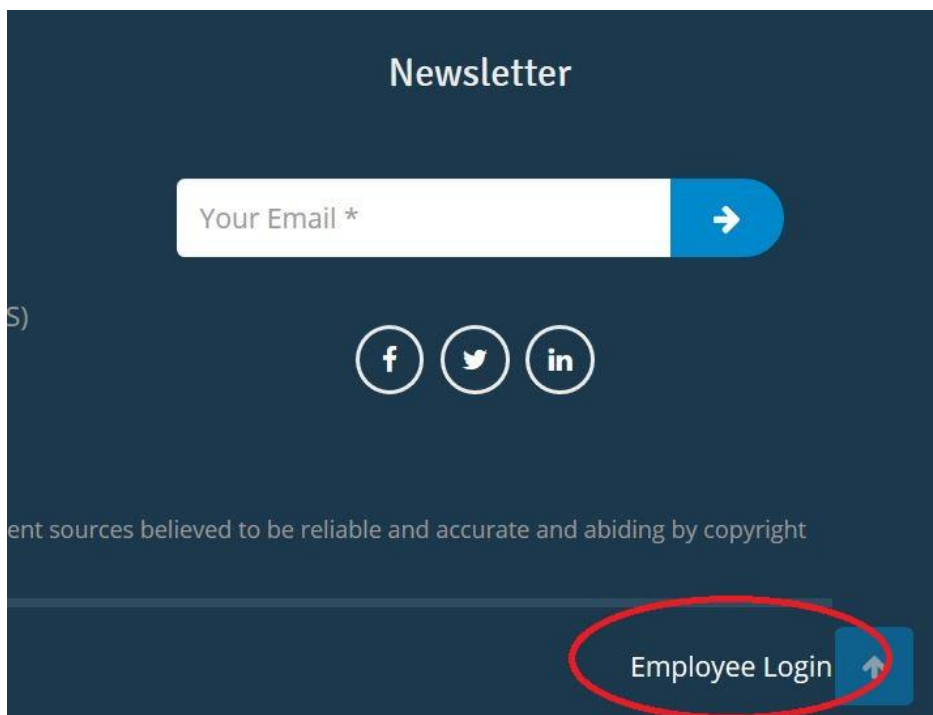
### **Point of Contact:**

Send Email for:

**Technical and General Queries:** [network.in@mouritech.com](mailto:network.in@mouritech.com)


### **How to access portal:**

- ✓ Open <https://www.mouritech.com> website > Scroll down to the bottom > Click on Employee Login at bottom right corner.




## Steps to Enrol for Self Service portal:

- ✓ Login to the portal using your username and password of your mail.



MOURITECH Self Service



MOURITECH Self Service

User Login

[Access Utilities?](#) [Reset Password](#)

User Login

[Access Utilities?](#) [Reset Password](#)

- ✓ Click Login.
- ✓ **Step 1: Enrol with Security questions and answers**

i You are not enrolled. Please enroll yourself to access self service features.

Step 1Step 2Finish

### Security Question & Answer

Question 1:

Answer 1:

Question 2:

Answer 2:

★ The Length of Question Field should be minimum 5 and maximum to 225 characters

★ The Length of Answer Field should be minimum 5 and maximum to 225 characters

Hide answers

- ✓ Step 2: Enrol with your Primary and Secondary Email address.

## Email Configuration

\*Primary E-Mail Address :

Secondary E-Mail Address :

Finish

Cancel

- ✓ Click Finish.
- ✓ You have successfully enrolled your account in password portal.
- ✓ You can change your password by clicking **Manage Password**.



## Reset Password:

- ✓ If you forgot your password of windows login or Mail box.
- ✓ Open the portal and Click on Reset password at the bottom of Login screen.



### MOURITECH Self Service

User Login

Login

Access Utilities? [Reset Password](#)

- ✓ Give your User Name and Select Domain.

## Reset Your Account's Password

User name:   
( Example : Adam )

Select Domain:

- ✓ Click Next.
- ✓ You can select either one of the verification method.
  - Security Q & A verification (Security Questions)

## Reset Your Account's Password


Question:

Answer:

Question:


Answer:

- OTP Verification (One-time password sent to your selected Email Address)

 **OTP Verification**

Send via E-Mail:

- Enter the OTP received to Email.

 **OTP Verification**

Enter Generated OTP:

- ✓ Once the verification is done. You can change the password.

#### Password Policy

New Password:

Confirm Password:

#### Note (Effected changes):

- Windows Password and applications that are authenticating with AD will be changed immediately.
- Email password will be changed in 30 min.