

NWOCA Account Self Service

Overview

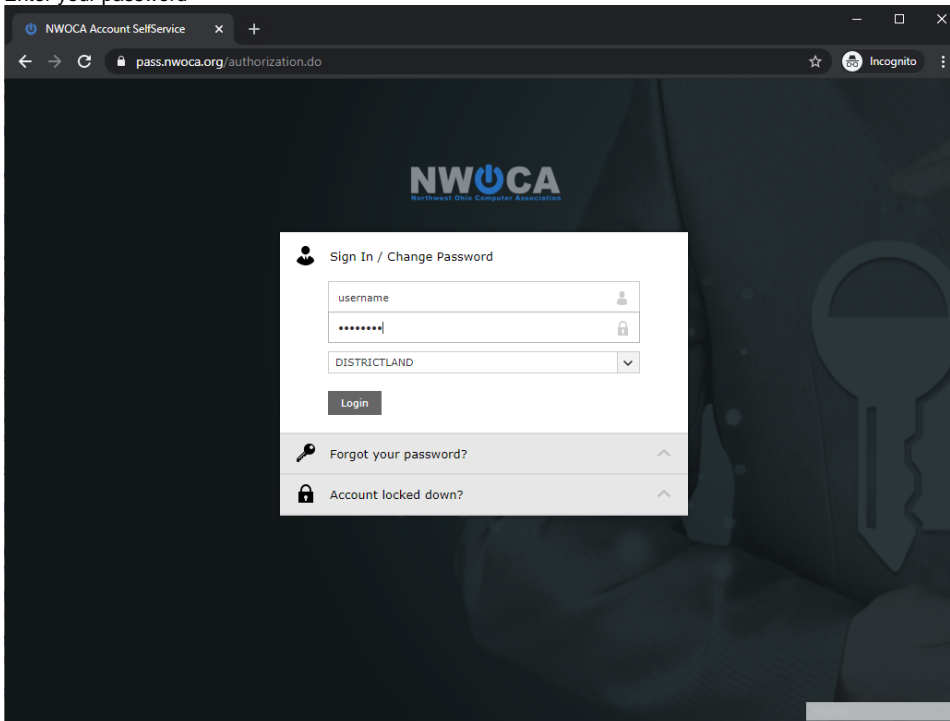
NWOCA hosts various services that use a centralized "DISTRICLAND" account. For account and password management, you can use the ADSelfService website at <https://pass.nwoca.org>.

Note: for NWOCA "NWOCALAND" users, this same site can be used to manage your account. Just be sure to select NWOCALAND from the drop-down menu.

How to change your password

Your initial password will be sent to you by a NWOCA technician, however it is required to change it before you can use it with any of the services. Here are instructions on how to do that:

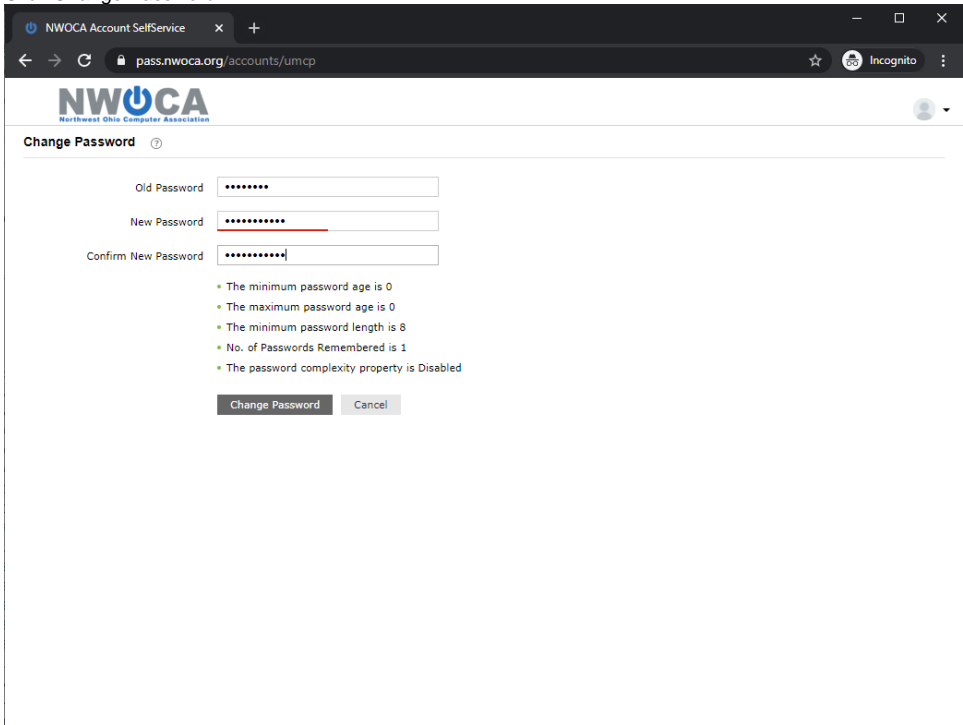
1. Open your web browser and navigate to: <https://pass.nwoca.org>
2. Enter your username
3. Enter your password



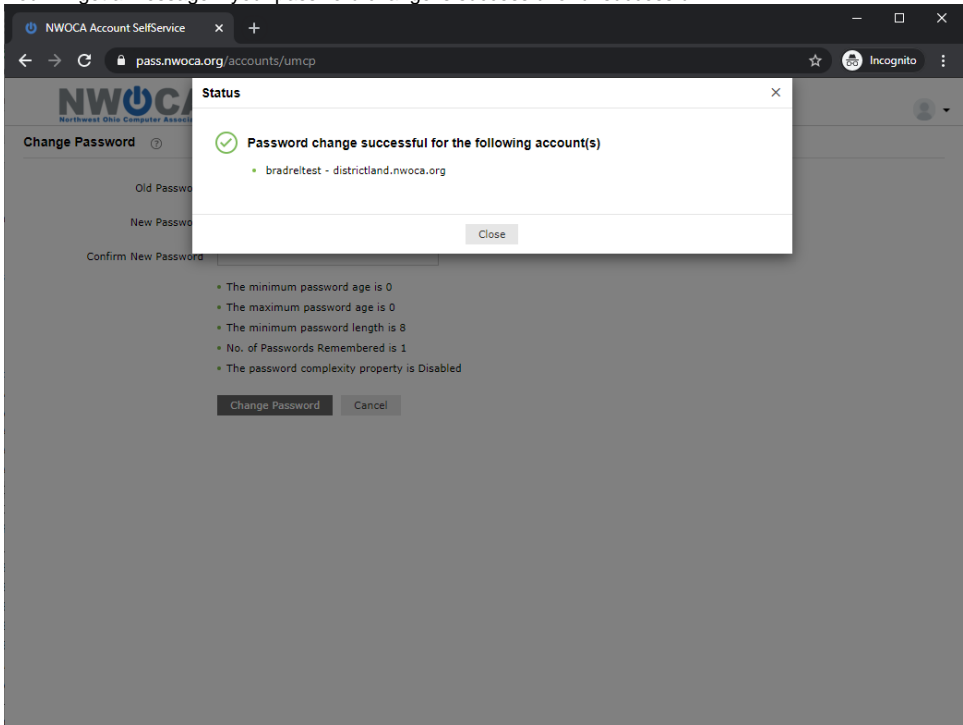
The screenshot shows a web browser window with the URL pass.nwoca.org/authorization.do. The page features the NWOCA logo (Northwest Ohio Computer Association) at the top. The main content is a 'Sign In / Change Password' form. The form has three input fields: 'username', a password field (masked with dots), and a dropdown menu labeled 'DISTRICLAND'. Below these fields is a 'Login' button. Underneath the form are two links: 'Forgot your password?' and 'Account locked down?'. The background of the page is dark with a large key icon.

4. Enter your current password, along with your new password

5. Click Change Password



6. You will get a message if your password change is successful or unsuccessful

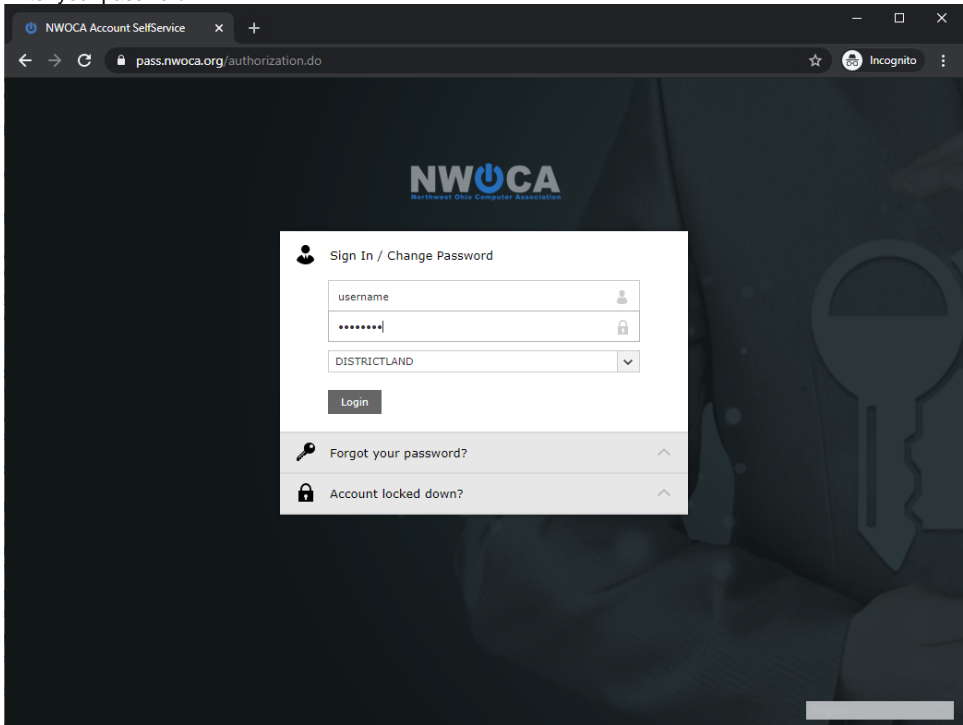


7. If all you need to do is change your password, you can close the site. If you would like to enroll your account to allow for forgotten password reset or unlocking your account, please proceed below.

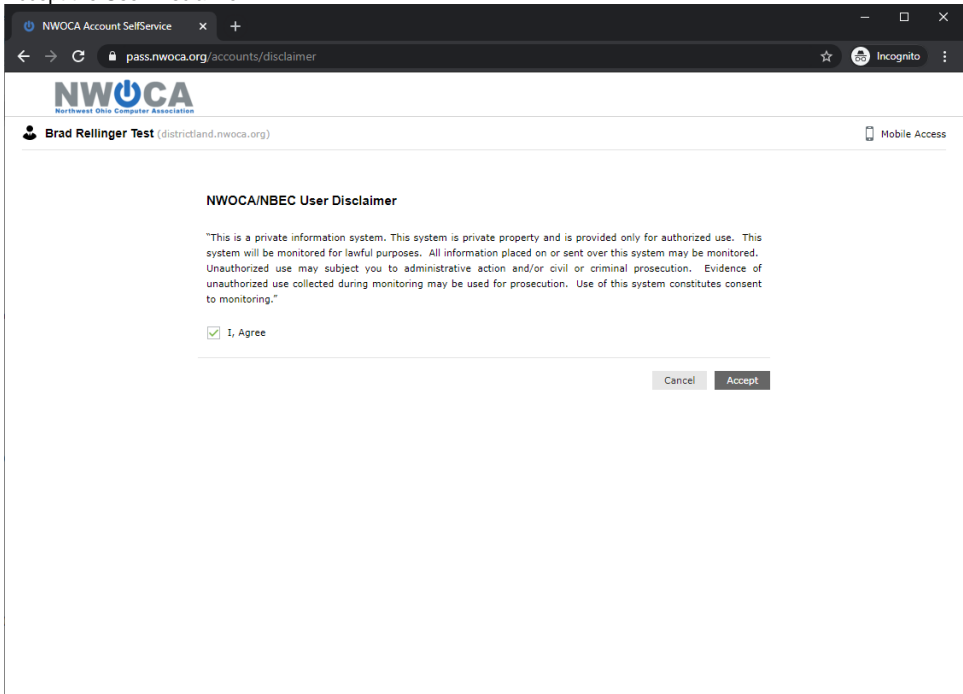
Enrolling your account for forgotten password rests or unlocking your account

1. Open your web browser and navigate to: <https://pass.nwoca.org>
2. Enter your username

3. Enter your password

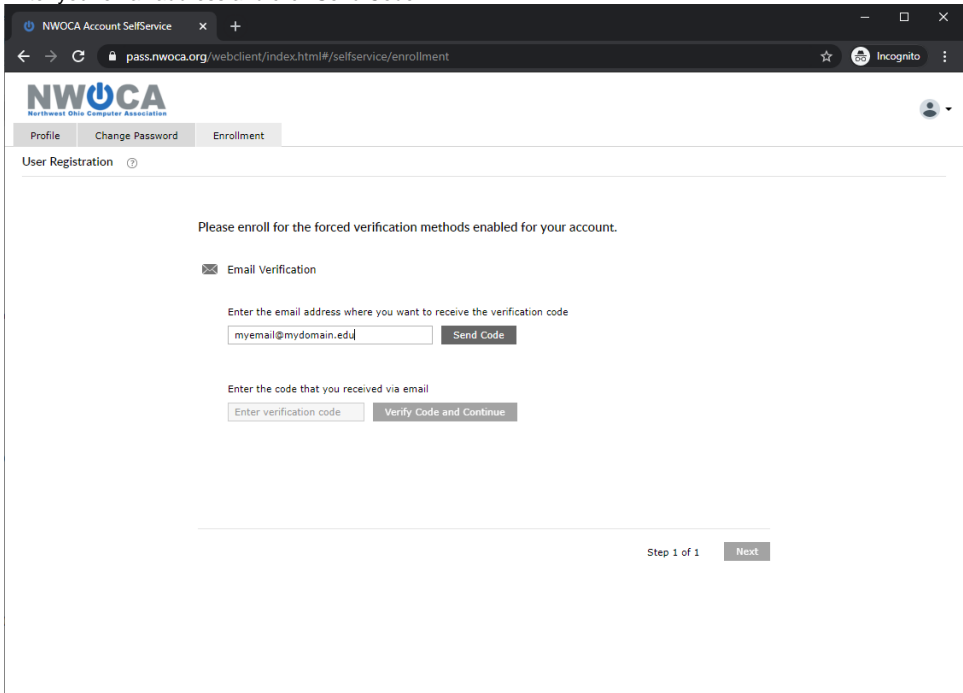


4. Accept the User Disclaimer



5. Click on the Enrollment tab

6. Enter your email address and click Send Code



7. Check your email (in a different browser window) and copy the verification code.

8. Enter the verification code on that same screen and click Verify Code and Continue

9. That's it. Your account is now enrolled. You can now use the "Forgot your Password?" and "Account locked down?" options.

