

NWF State College Password Management System

NWF's new password management system (Portal Guard) provides a convenient means for NWF students to unlock their network account or reset their network password. Before you can begin using Portal Guard, you must first log in (using your current NWF credentials – username and password) and provide the answers to 5 out of 15 challenge questions, a cell phone number and/or an alternative email address. Portal Guard will send you temporary one-time passwords to your cell phone and/or an alternative email address in the event you ever forget your password and need to reset it.

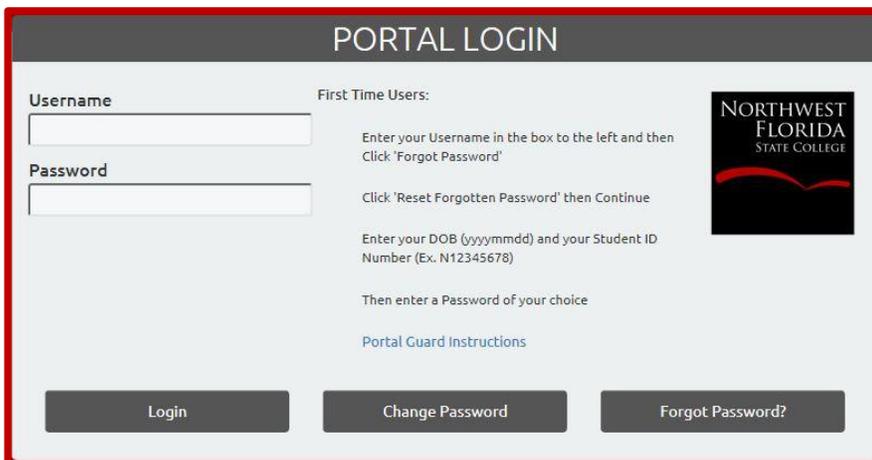
The instructions below show you what you need to do:

First time users – logging into RaiderNet 2.0 for the first time

You can access the NWF Password Management from the following URL:

<https://pgp1.nwfsc.edu>

1. Enter your current NWF username and password and click <Forgot Password>.



PORTAL LOGIN

Username

Password

First Time Users:

Enter your Username in the box to the left and then Click: 'Forgot Password'

Click: 'Reset Forgotten Password' then Continue

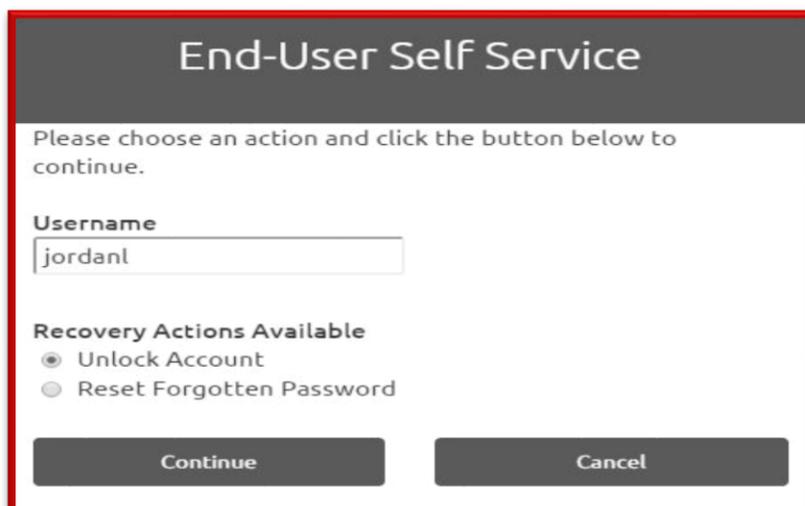
Enter your DOB (yyyymmdd) and your Student ID Number (Ex. N12345678)

Then enter a Password of your choice

[Portal Guard Instructions](#)

Login Change Password Forgot Password?

2. Select "Reset Forgotten Password" and click <Continue>.



End-User Self Service

Please choose an action and click the button below to continue.

Username

Recovery Actions Available

Unlock Account

Reset Forgotten Password

Continue Cancel

3. Enter your DOB (yyyymmdd) and your student ID number (Ex. N12345678)

End-User Self Service

Please answer BOTH mandatory questions below

Username

Requested Action: Reset Forgotten Password

1) *What is your birthdate(yyyymmdd)?*

2) *What is your Student/Employee ID number? (Located on your ID card and begins with the letter N)*

Answers remaining: **2 mandatory**

4. Enter your new password here.

Change Password

Please provide your new password, confirm it then click the 'Change Password' button

Username

New Password

Confirm New Password

5. In the event that your new password is not strong enough you will receive the below message. Your new password must meet the following criteria:

- At least 8 characters in length
- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Contain at least one special character

Enter a new password and confirm it. Click <Change Password>. You should now be able to log into your NWF email, RaiderNet 2.0 and D2L using your new password.

Change Password

Please provide your new password, confirm it then click the 'Change Password' button

New Password Insufficiently Complex

Your new password must satisfy the following rules:

- Must be at least **8** characters long *(Failed)*
- Must have at least **1** uppercase character *(OK)*
- Must have at least **1** numeric character *(Failed)*

Username

New Password

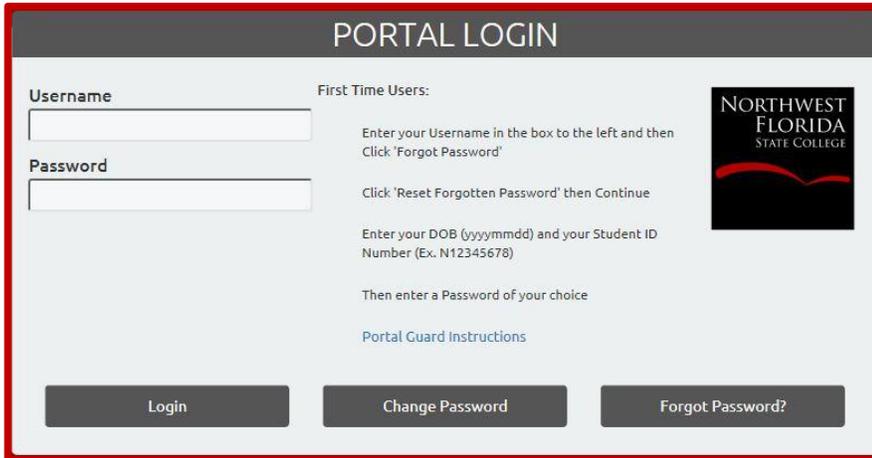
Confirm New Password

Upon logging into RaiderNet 2.0 after changing your password, you will need to enroll in PG

Enrolling in Portal Guard – Registering your Cell Phone and Alternate Email

1. You can access the NWF Password Management from the following URL:

<https://pgp1.nwfsc.edu>



PORTAL LOGIN

Username

Password

First Time Users:

Enter your Username in the box to the left and then Click 'Forgot Password'

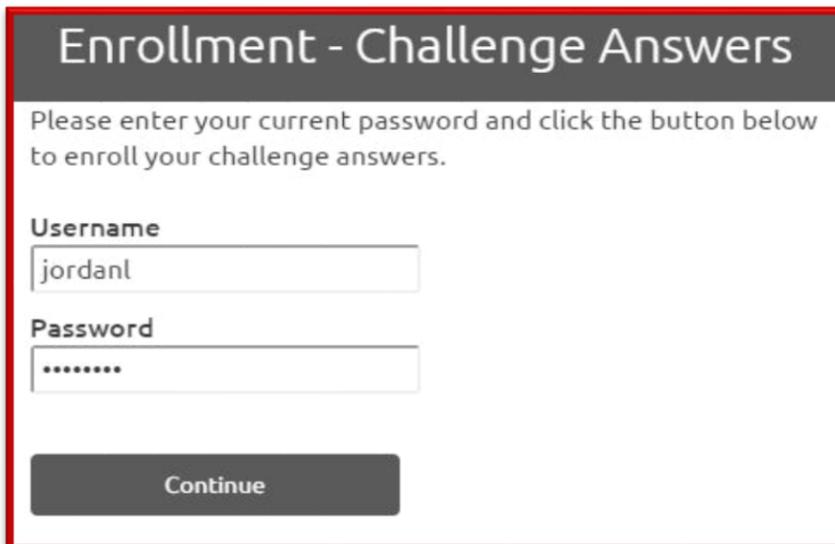
Click 'Reset Forgotten Password' then Continue

Enter your DOB (yyyymmdd) and your Student ID Number (Ex. N12345678)

Then enter a Password of your choice

[Portal Guard Instructions](#)

2. Enter your current NWF username and password and click <Login>.



Enrollment - Challenge Answers

Please enter your current password and click the button below to enroll your challenge answers.

Username

Password

3. After entering your username and password information, you will first be prompted to answer 5 Challenge Questions. Click <Continue>.

The screenshot shows a web form titled "End-User Self Service". At the top, it says "Please answer at least 5 of the 15 questions below". Below this is a "Username" field containing "jordant". There are five question prompts, each consisting of a dropdown menu with "-- Please choose a question --" and a corresponding text input field. A "Cancel" button is located at the bottom right. At the bottom left, it says "Answers remaining: 5 optional".

4. You will now be prompted to enter a cell phone number. Portal Guard will send a one-time temporary password to the cell phone number you provided. You will have 10 minutes to enter your one-time temporary password. Should you exceed the time limit, you will need to request another temporary password.

The screenshot shows a web form titled "Enrollment - Mobile Phone". It contains the following fields: "Username" (jordant), "Password" (masked with dots), "Country" (United States), and "Phone Number" (empty). At the bottom, there are two buttons: "Continue" and "Skip".

5. A One-Time Password will be sent to your phone, once received enter the password as shown below. Upon receipt of the temporary password, enter it and click <Continue>. Please be careful reading and entering the temporary password. It is case-sensitive and could contain letters and numbers.

End-User Self Service

A One-Time Password (OTP) has been sent to your phone. It could take 10-15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

Username
jordant

One-Time Password

[Problems with the OTP?](#)

Continue Cancel

6. If you entered the correct temporary password you will receive the message below. Click the link “Click here to continue logging in.”

End-User Self Service

[Self-Service Action Successful](#)

[Click here to try to continue logging in.](#)

7. You will now be prompted to enter an alternate email address. Please note that this is any email address **other than your NWF address** (such as Gmail, Hotmail, yahoo, aol, etc.). After entering your alternate email, click <Continue>.

Enrollment - Email Address

Please enter your current password and a personal email address to enroll. You **cannot** use your College email address. A test message will be sent immediately for confirmation.

Username
jordant

Password

Email Address

Continue

8. A One-Time Password will be sent to the alternative email address, once received enter the password as shown below. You will have 10 minutes to enter your one-time temporary password. Should you exceed the time limit, you will need to request another temporary password.

End-User Self Service

A One-Time Password (OTP) has been emailed. It could take 20-30 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

Username
jordani

One-Time Password

[Problems with the OTP?](#)

Continue **Cancel**

9. If you entered the correct temporary password you will receive the below message. Click the link “Click here to continue logging in.”

End-User Self Service

Self-Service Action Successful

[Click here to try to continue logging in.](#)

10. If you have finished updating your information, click the “Log Out” link.

PortalGuard - Account Management Logged in as: *jordani* | [Log Out](#)

Account Details and Activity

 **Account Details & Activity**

Password Expires On: *Monday, June 27, 2016 (46 days from today)* [Change now](#)

Last Login: *5/12/2016, 9:10:04 AM*
Last Password Change: *[Never]*
Last Password Reset: *[Never]*

Challenge Questions

Registered Email Address

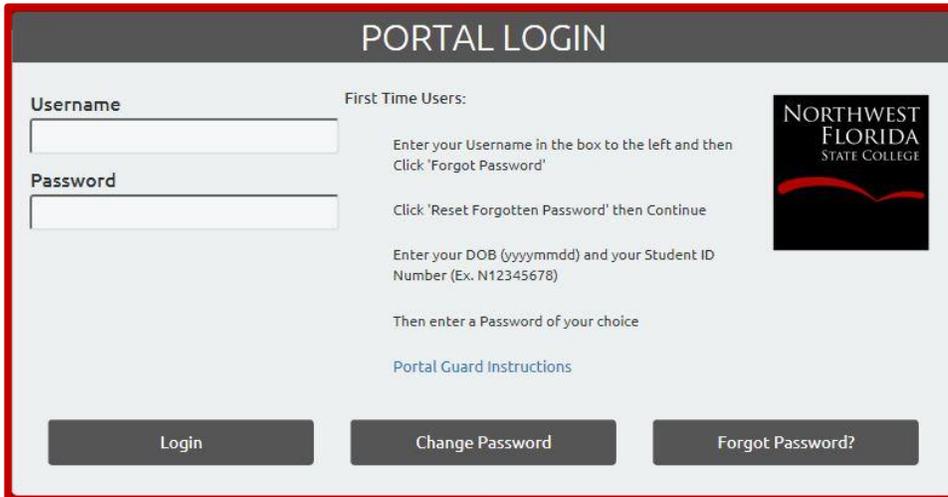
Registered Phones

Change Password – I know my password but want/need to change it.

1. Now let's suppose you know your NWF password but you would like to change it. Since you have registered your cell phone and/or alternative email, PortalGuard can help you reset your password.

From any browser, type the following URL:

<https://pgp1.nwfsc.edu>. Provide your username and click <Change Password>. Provide your password and click <Continue>.



PORTAL LOGIN

Username

Password

First Time Users:

Enter your Username in the box to the left and then Click 'Forgot Password'

Click 'Reset Forgotten Password' then Continue

Enter your DOB (yyyymmdd) and your Student ID Number (Ex. N12345678)

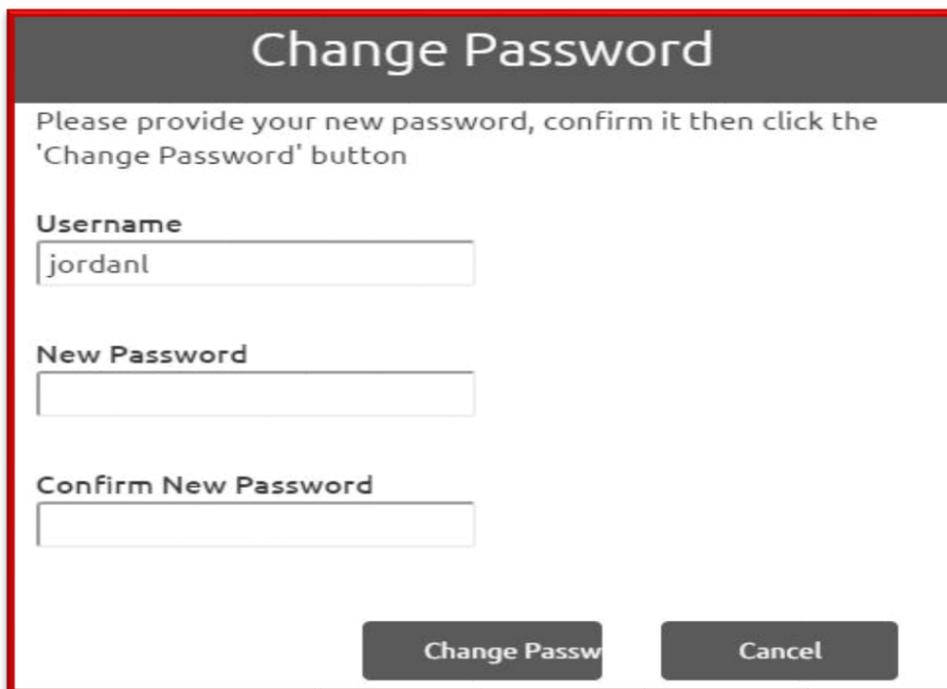
Then enter a Password of your choice

[Portal Guard Instructions](#)

NORTHWEST FLORIDA STATE COLLEGE

Login Change Password Forgot Password?

2. Enter your desired new password and confirm it. Click <Change Password>.



Change Password

Please provide your new password, confirm it then click the 'Change Password' button

Username

New Password

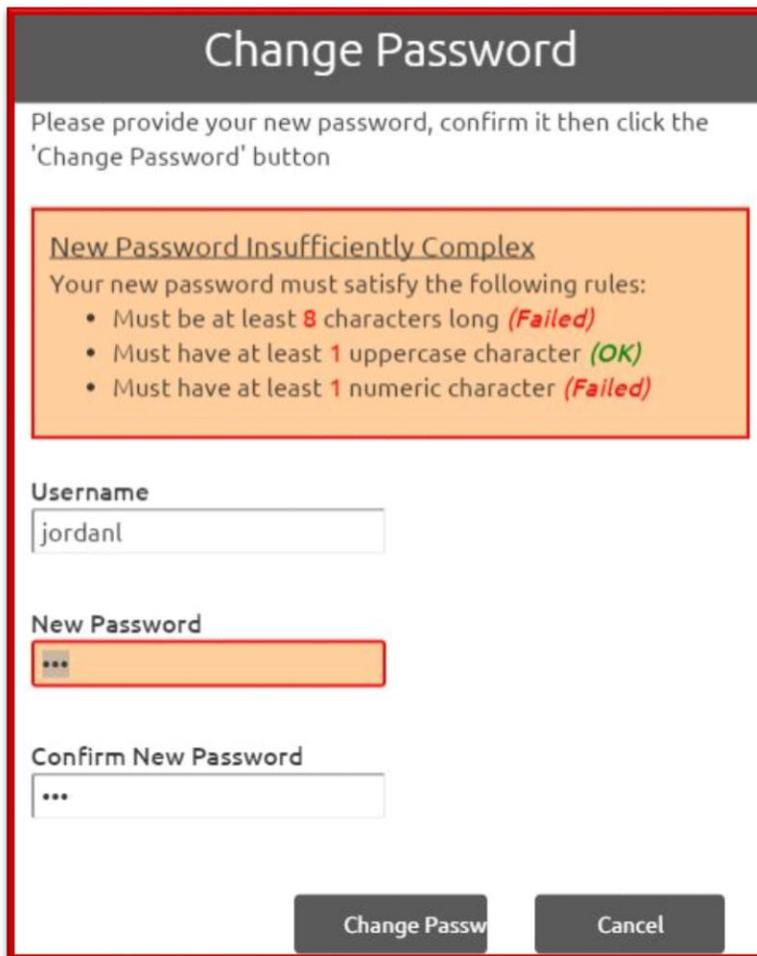
Confirm New Password

Change Passw Cancel

13. In the event that your new password is not strong enough you will receive the below message. Your new password must meet the following criteria:

- At least 8 characters in length
- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Contain at least one special character

Enter a new password and confirm it. Click <Change Password>. You should now be able to log into your NWF email, RaiderNet 2.0 and D2L using your new password.



Change Password

Please provide your new password, confirm it then click the 'Change Password' button

New Password Insufficiently Complex
Your new password must satisfy the following rules:

- Must be at least **8** characters long *(Failed)*
- Must have at least **1** uppercase character *(OK)*
- Must have at least **1** numeric character *(Failed)*

Username

New Password

Confirm New Password

14. Once your new password has been accepted you will see the message below.



Set Password

Password Successfully Set

[Click here to try to continue logging in.](#)

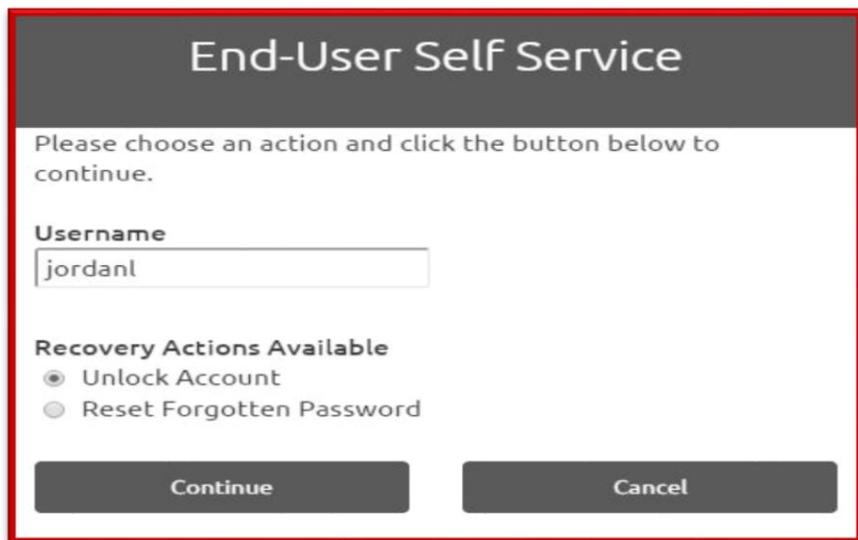
Self Service – I can't remember my password and need to change it.

1. Now let's suppose you cannot remember your NWF password and need to reset it. From any web browser type the following URL:

<https://pgp1.nwfsc.edu>

Provide your username and click <Forgot Password>.

2. If you are pretty sure you remember your password but your account has become locked (possibly because of unsuccessful login attempts), you may select "Unlock Account". However, it is more likely you cannot remember your password so select "Reset Forgotten Password" and click <Continue>.



End-User Self Service

Please choose an action and click the button below to continue.

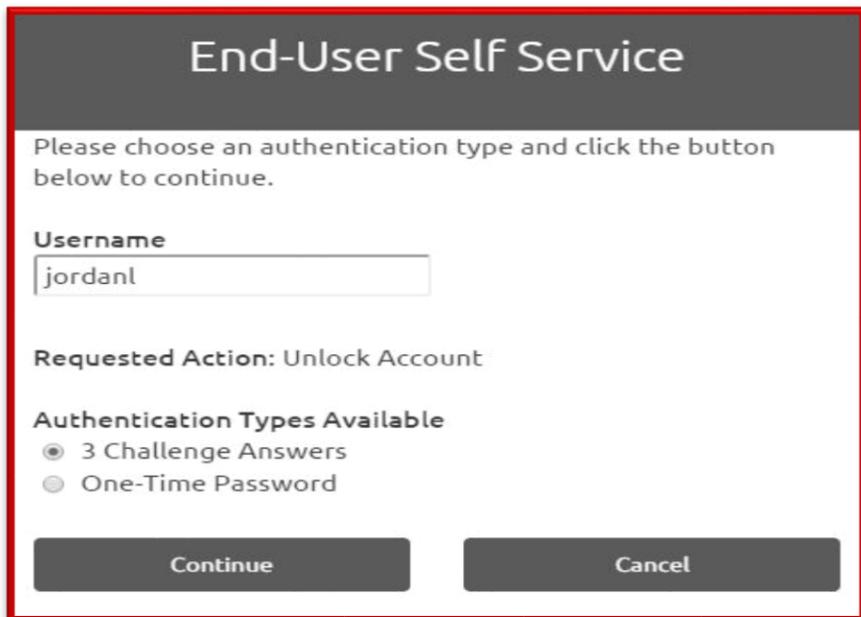
Username
jordanl

Recovery Actions Available

- Unlock Account
- Reset Forgotten Password

Continue Cancel

3. You may answer 3 challenge questions or have a one-time temporary password sent to your cell phone or your alternative email address. Click <Continue>



End-User Self Service

Please choose an authentication type and click the button below to continue.

Username
jordanl

Requested Action: Unlock Account

Authentication Types Available

- 3 Challenge Answers
- One-Time Password

Continue Cancel

4. Once you receive your one-time temporary password, enter it or answer your 3 challenge questions and click <Continue>.

End-User Self Service

A One-Time Password (OTP) has been sent to your phone:
xxx-xxx-xx15

It could take 10-15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

Username

Requested Action: Unlock Account

One-Time Password

[Problems with the OTP?](#)

5. Enter your new password, enter it again to confirm it, and click <Continue>.

End-User Self Service

Please enter your new password in the fields below.

Identity Verified

Username

Requested Action: Reset Forgotten Password

New Password

Confirm New Password