

## Enrolling in ADSelf Service

## Enrolling in ADSelf Service

Before We Get Started - This guide will walk you through enrolling in Self Service using any web browser available on your device. While this process is compatible with a wide range of web browsers, we recommend using Microsoft Edge for the best performance and compatibility.

### **\*\*Using Any Web Browser:\*\***

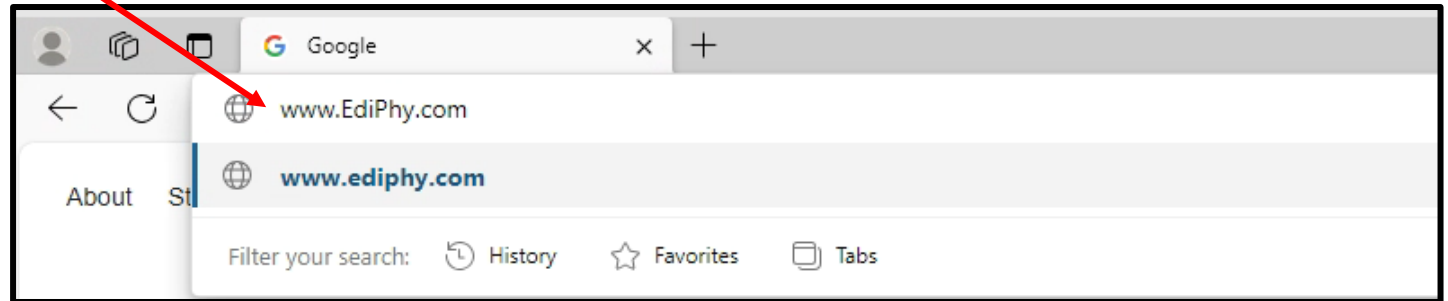
You have the flexibility to perform this task using any web browser you're comfortable with. Whether you prefer Google Chrome, Mozilla Firefox, Apple Safari, or other popular browsers, the process will work. This cross-browser compatibility ensures that you can access and complete the task from a device of your choice, such as a computer, laptop, tablet, or smartphone.

**\*PLEASE NOTE –YOU WILL ONLY NEED TO GO THROUGH THIS PROCESS ONCE, you will not go through this process each time you will need to Unlock your EdiPhy account or Reset your EdiPhy Password\***

**\*Once enrolled in AD Self Service, you will only need to log in to update your security questions, when needed\***

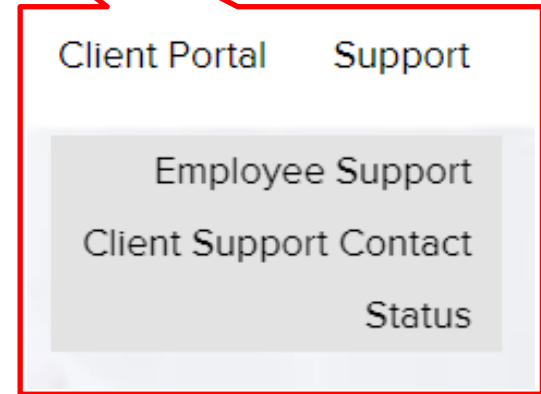
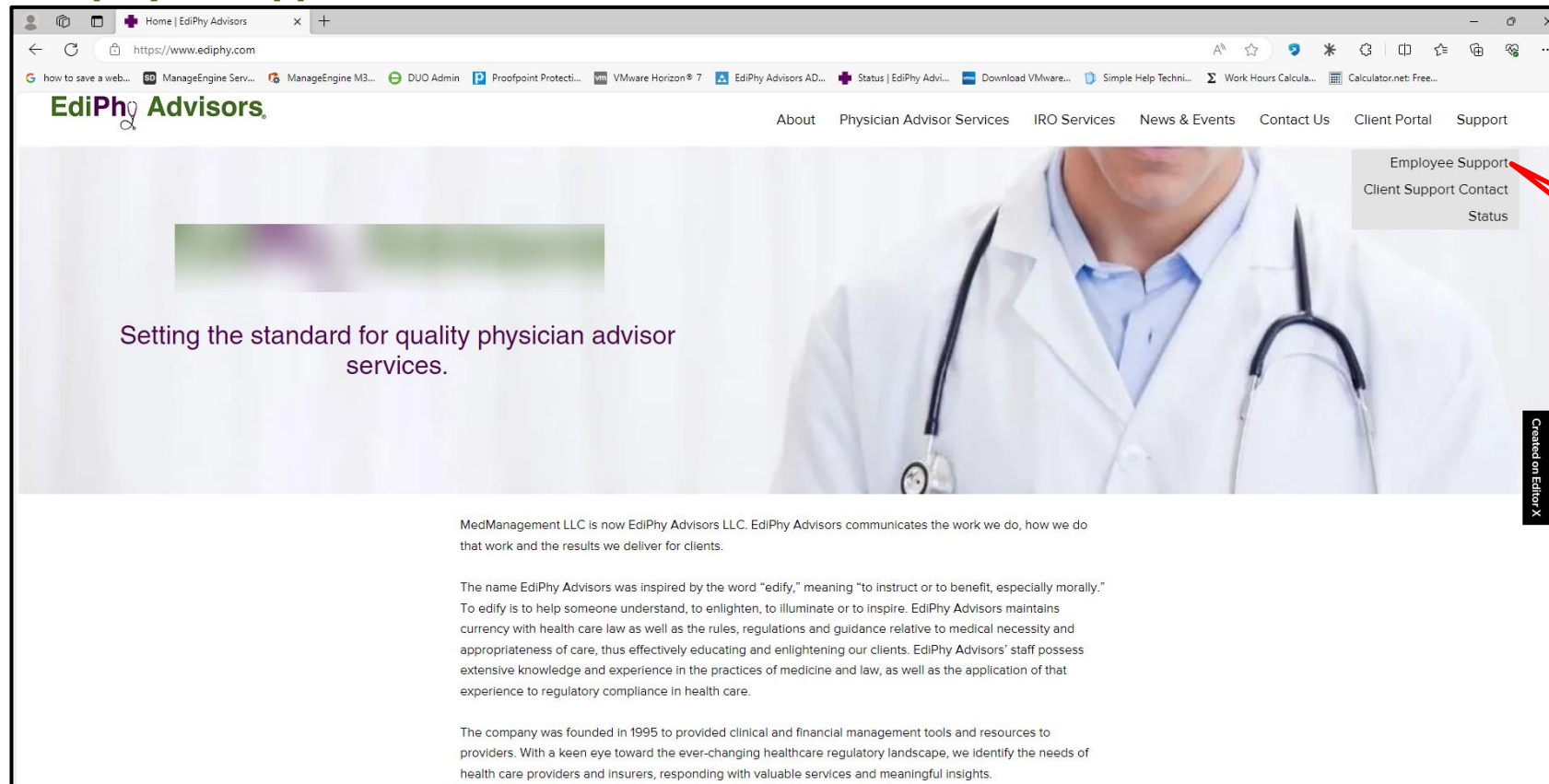
# Enrolling in ADSelfService

1. Open any web browser you have available. If using an EdiPhy device, this browser will be Edge or your desktop icon for this may say Edge-Work
2. Navigate to the website: [Home | EdiPhy Advisors](#) or [www.ediphy.com](http://www.ediphy.com)



# Enrolling in ADSelfService

3. Once on the EdiPhy Advisors homepage, using your mouse, hover over **'Support'** at the top right corner, and click on **'Employee Support'**

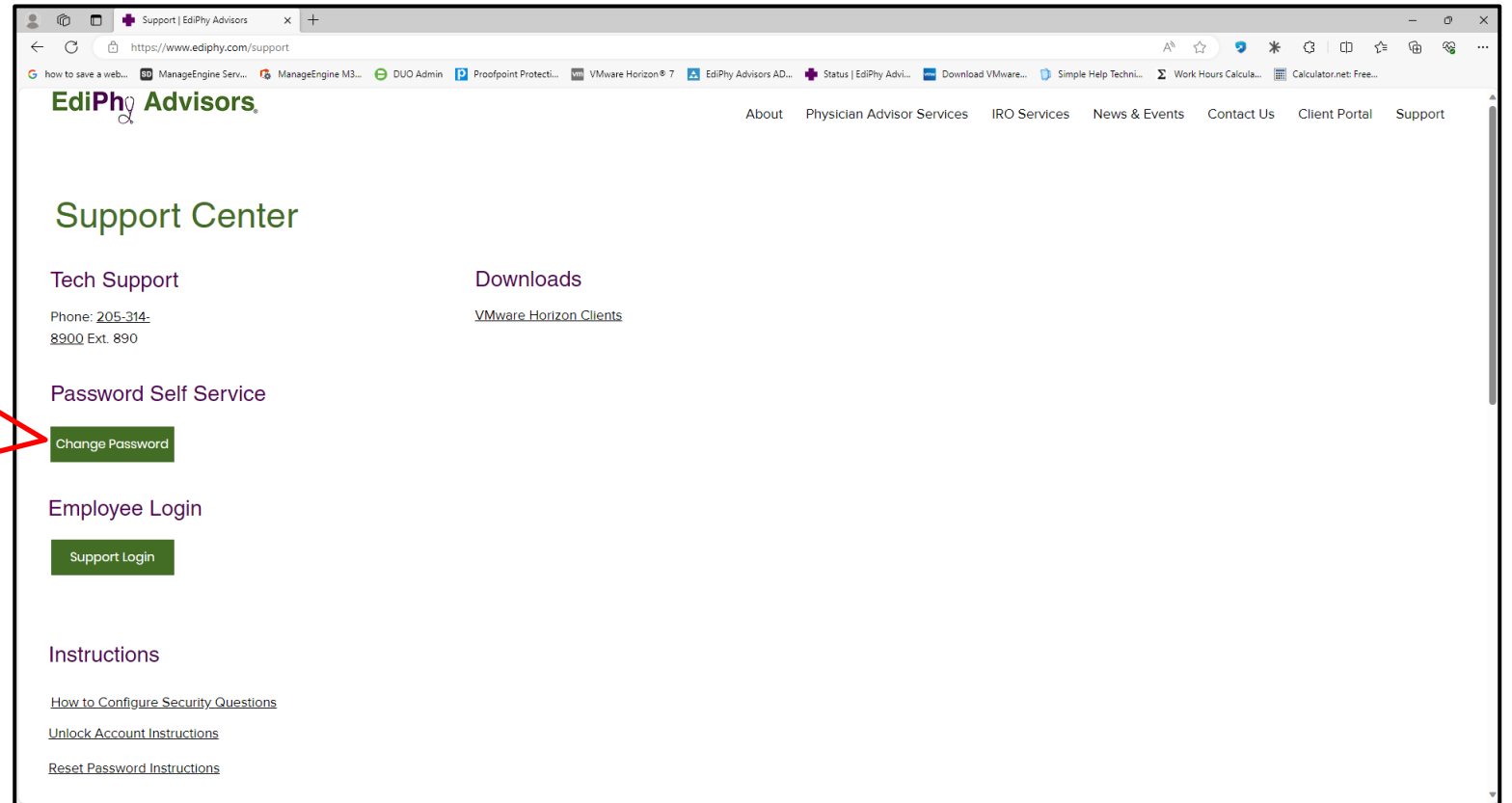


# Enrolling in ADSelfService

4. On the 'Support' page, click the green 'Change Password' button under Password Self Service to be taken to the AD Self Service page

Password Self Service

Change Password



The screenshot shows the EdiPhy Advisors Support Center website. The page title is "Support Center". Under the "Password Self Service" section, there is a green button labeled "Change Password". A red callout box on the left side of the image highlights this button and the text "Password Self Service" above it. Other sections on the page include "Tech Support" (with phone number 205-314-8900 Ext. 890), "Downloads" (with a link to VMware Horizon Clients), "Employee Login" (with a "Support Login" button), and "Instructions" (with links for Security Questions, Account Unlocking, and Password Reset).

# Enrolling in ADSelf Service

5. You should be directed to 'ADSelfService Plus'. Here you will need to log in with your current EdiPhy username and password

The screenshot displays the ADSelfService Plus login interface. At the top, the URL is <https://passwordhelp.ediphy.com:7443/authorization.do>. The page features the ADSelfService Plus logo and a 'Log In' section. The login form includes the following fields and elements:

- Username**: A text input field with a password strength indicator (\*).
- Password**: A text input field with a password strength indicator (\*).
- MMLAN**: A dropdown menu.
- Login**: A green button to submit the login information.
- Forgot your password?**: A link with an upward arrow.
- Account locked out?**: A link with an upward arrow.

The page also includes a language selector at the bottom right, currently set to 'English'.

**\*It is important to enroll/register while your account is in good standing\***

# Enrolling in ADSelf Service

5a. Here you will need to log in with your current EdiPhy username and password

1. Enter your EdiPhy username

2. Enter **current** EdiPhy password

3. Leave the 3<sup>rd</sup> box as “MMLAN”

4. Click the green Login Button

ADSelfService Plus

Log In

Username \*

Password \*

MMLAN

Login

Forgot your password?

Account locked out?

**\*Once enrolled in AD Self Service, you will only need to log in to update your security questions, when needed\***

## Enrolling in ADSelf Service

6. Once you are logged in, you will be taken to the MFA Enrollment Page. Here you will need to choose or create your security questions and answers.

ADSelfService Plus

Enrollment Helpdesk

MFA Enrollment

Please enroll for the forced verification methods enabled for your account.

**Security Questions**

Question : -- Please Select a Question --  
Answer Confirm Answer

Question : -- Please Select a Question --  
Answer Confirm Answer

Question : -- Please Select a Question --  
Answer Confirm Answer

Question : Write your own question  
Answer Confirm Answer

Hide Answer(s)

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

Step 1 of 2 [Next](#)

Please enroll for the forced verification methods enabled for your account.

**Security Questions**

Question : -- Please Select a Question --  
Answer Confirm Answer

Question : -- Please Select a Question --  
Answer Confirm Answer

Question : -- Please Select a Question --  
Answer Confirm Answer

Question : Write your own question  
Answer Confirm Answer

Hide Answer(s)

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

Step 1 of 2 [Next](#)

**Please note: The minimum length of the questions(s) should be 3 characters and maximum allowed is 255 characters. The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters.**



## Enrolling in ADSelf Service

6. Create your security question(s) and answer(s) and click the green “Next” button to continue

The screenshot shows the ADSelfService Plus MFA Enrollment page. The browser address bar displays the URL: https://passwordhelp.ediphy.com:7443/webclient/index.html?#/selfservice/enrollment. The page title is "ADSelfService Plus" and the current page is "MFA Enrollment".

An alert box on the left says: "Alert Give unique answer to each question" with an "OK" button.

The main content area is titled "Please enroll for the forced verification methods enabled for your account." and "Security Questions". It contains four question entries, each with a dropdown menu for the question, an "Answer" field, and a "Confirm Answer" field. The last question has a text input field for "Write your own question".

There is a checkbox for "Hide Answer(s)" which is checked. Below the questions, there are two bullet points: "The minimum length of the question(s) should be 3 characters and maximum allowed is 255 characters" and "The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters".

At the bottom right, it says "Step 1 of 2" and a green "Next" button.

- **Please note: The minimum length of the questions(s) should be 3 characters and maximum allowed is 255 characters.**

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

- **Be sure to “Give a unique answer to each question”**

Click green  
“NEXT” button  
when done with  
questions and  
answers

## Enrolling in ADSelf Service


7. Once you click next, you will need to choose an authentication method for the system to verify your successful enrollment.

The screenshot displays the 'ADSelfService Plus' MFA Enrollment interface. At the top, there are navigation tabs for 'Enrollment' and 'Helpdesk'. The main heading is 'MFA Enrollment'. Below this, a message states: 'Please enroll for the forced verification methods enabled for your account.' A 'Duo Security' logo is visible. The primary content area is titled 'Choose an authentication method' and lists three options: 'Duo Push RECOMMENDED' with a 'Send Me a Push' button, 'Call Me' with a 'Call Me' button, and 'Passcode' with an 'Enter a Passcode' button. On the left side, there is a sidebar for 'EdiPhq Advisors' containing links for 'What is this?' and 'Need help?', and a note 'Secured by Duo'. A callout box on the right side of the page provides a magnified view of the 'Choose an authentication method' section, showing the same three options and buttons. At the bottom right of the page, it indicates 'Step 2 of 2'.

## Enrolling in ADSelf Service

7. Once you have been successfully authenticated using one of the provided DUO methods, you should see a green “Success! Logging you in” message.



Please enroll for the forced verification methods enabled for your account.

 Duo Security

**EdiPhg Advisors,** Choose an authentication method

[What is this?](#) [Need help?](#)

Secured by Duo

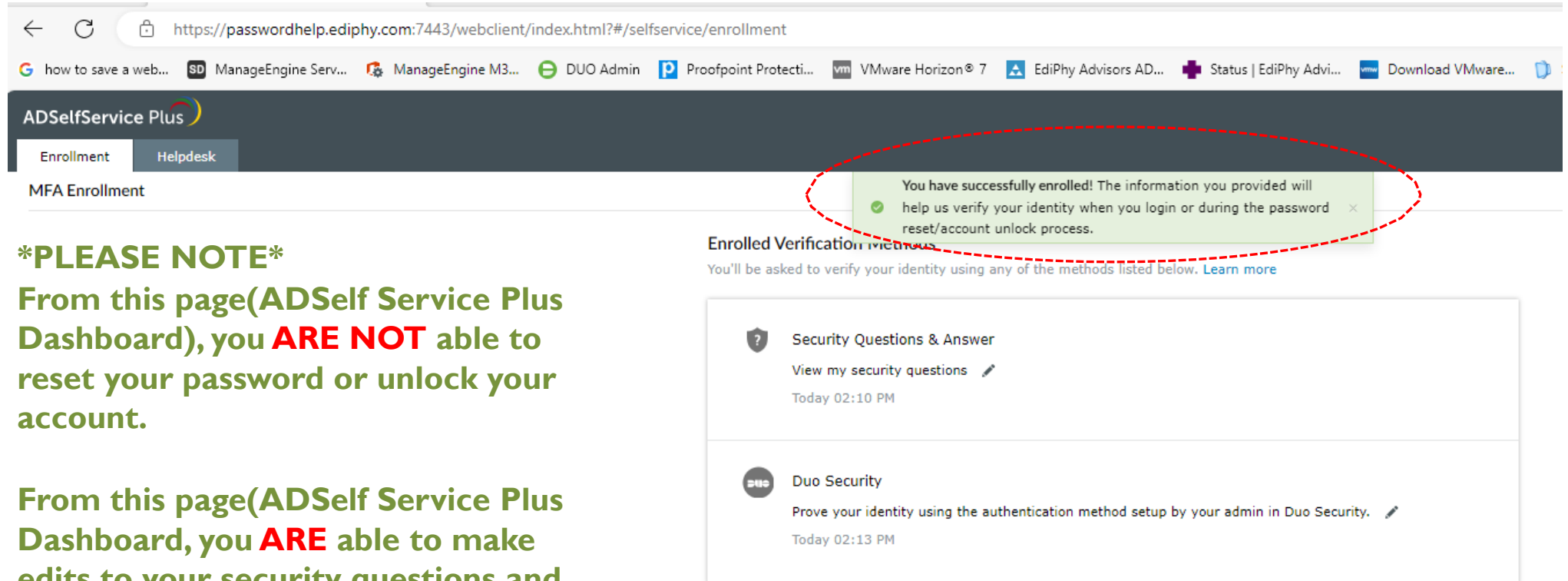
<input checked="" type="checkbox"/> Duo Push <small>RECOMMENDED</small>	Send Me a Push
 Call Me	Call Me
 Passcode	Enter a Passcode

Success! Logging you in...

Step 2 of 2

## Enrolling in ADSelf Service

7. Lastly, you should be automatically re-directed to your ADSelf Service Plus Dashboard with a message that you are successfully enrolled.



The screenshot shows a web browser window with the URL <https://passwordhelp.ediphy.com:7443/webclient/index.html?#/selfservice/enrollment>. The page title is "ADSelfService Plus" and the navigation menu includes "Enrollment" and "Helpdesk". The main content area is titled "MFA Enrollment" and features a green success message: "You have successfully enrolled! The information you provided will help us verify your identity when you login or during the password reset/account unlock process." Below this message, the heading "Enrolled Verification Methods" is visible, followed by the text "You'll be asked to verify your identity using any of the methods listed below. [Learn more](#)". A list of verification methods is shown, including "Security Questions & Answer" (with a link to "View my security questions") and "Duo Security" (with a link to "Prove your identity using the authentication method setup by your admin in Duo Security").

### \*PLEASE NOTE\*

From this page(ADSelf Service Plus Dashboard), you **ARE NOT** able to reset your password or unlock your account.

From this page(ADSelf Service Plus Dashboard), you **ARE** able to make edits to your security questions and answers

## Enrolling in ADSelf Service

7. To log out, you will need to click the profile icon at the top right, and select sign out

The screenshot shows a web browser window with the URL <https://passwordhelp.ediphy.com:7443/webclient/index.html?#/selfservice/enrollment>. The page title is "ADSelfService Plus" and the main content area is titled "MFA Enrollment". Under the "Enrolled Verification Methods" section, there are two entries: "Security Questions & Answer" and "Duo Security".

In the top right corner, a user profile dropdown menu is visible, circled in red. The menu shows the user's name "tbeasley1" and three options: "Personalize", "Organization Chart", and "Sign Out".

Method	Action	Last Used
Security Questions & Answer	<a href="#">View my security questions</a>	Today 02:10 PM
Duo Security	<a href="#">Prove your identity using the authentication method setup by your admin in Duo Security.</a>	Today 02:13 PM