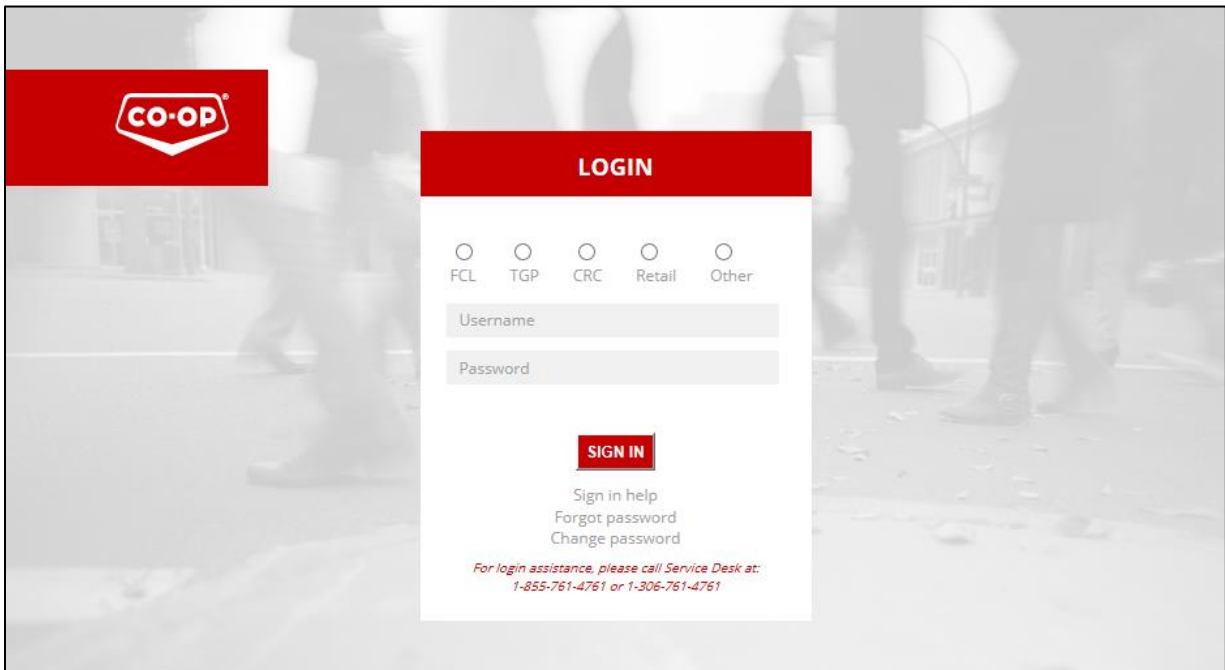




Co-op Employee Sign In Guide

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Co-op Employee Sign In Guide

First-time Log in

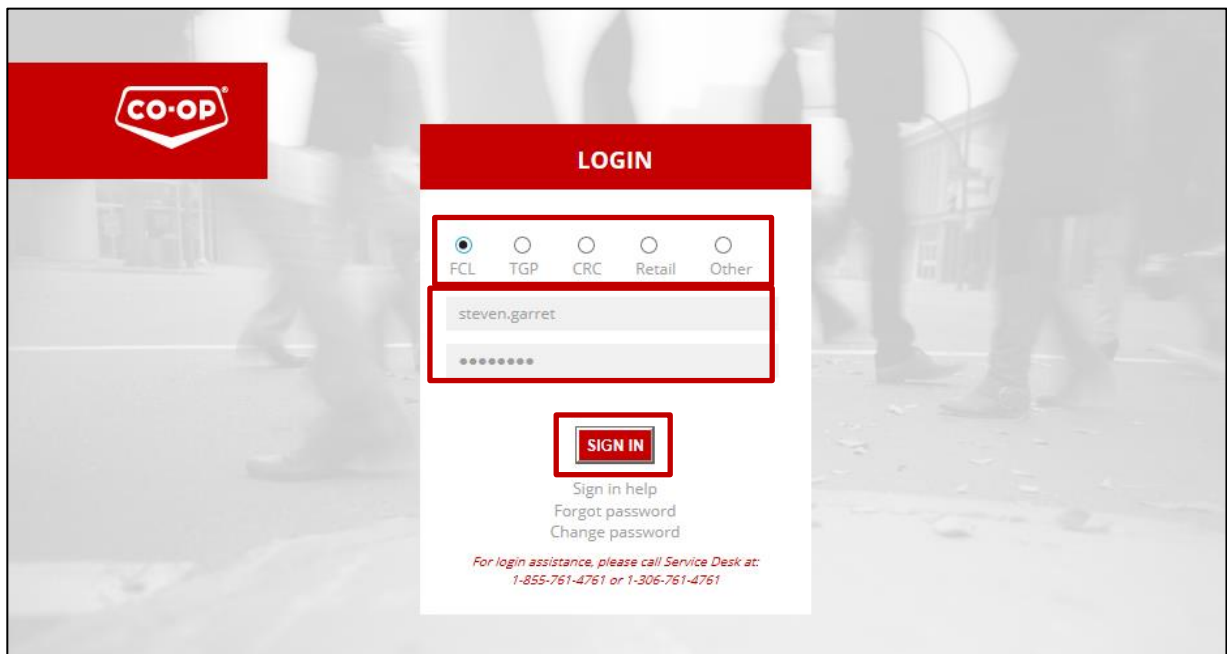
1. Select the **group** button (FCL, TGP, CRC, Retail, or Other) that applies to you and enter your **name-based USERNAME** and **PASSWORD** and select **sign in**.

An FCL employee is being used as an example in this document.

NOTE

For **USERNAME** and **PASSWORD** help please contact your **manager**.

If you need further assistance call the Service Desk at **306-761-4761** or toll free at **1-855-761-4761**.
servicedesk@fcl.ca





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- You may need to **change your initial password** upon **first sign in**; if you see the **password expired** screen, input your old password and then input and confirm your new password.

If you do not see the **password expired** screen go to step 3.

Review the criteria for my new password content before pressing the **OK** button.

my account

Login > Your password expired

Your Password Expired

Your IBM Security Identity Manager password has expired and must be changed before proceeding. Enter your then review the criteria for the new password, then specify a new password in the fields below and click OK to login page without changing your password.

- For security purposes, enter your current IBM Security Identity Manager password.**
Current IBM Security Identity Manager password:
- Review the criteria for my new password.**
- Change my password.**
New password:

New password (confirm):

Password Criteria:

- Length: 6-24 characters
- Must contain at least three of the following four categories:
 - Uppercase letters A-Z
 - Lowercase letters a-z
 - Numbers 0-9
 - Symbols ~!@\$%^&* _+=`|\(){}[]:;'"<>,.?/

2. Review the criteria for my new password:	
• Minimum length	6
• Repeated history length	24
• Restricted to characters	abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789~!@\$%^&* _+=` \(){}[]:;'"<>,.?/
• Disallow user ID	True
• Disallow user name	True
• Disallow user ID(with Case-Insensitivity)	True
• Disallow user name(with Case-Insensitivity)	True



Co-op Employee Sign In Guide

3. After changing your password, you may see the **Change Forgotten Password Information** page. Choose **two** of the questions and provide answers that are easy for you to remember. Select **OK**. In the future, if you have to reset your password, you will have to supply the answers that you have given here.

You will not be prompted to do this process again.

my account

Welcome, Steven Garret

[Home](#) > Change forgotten password information

Change Forgotten Password Information

Answer exactly 2 of the following questions to reset your password if you forget it.

What is first girlfriend/boyfriend's last name?

What is the name of your first school?

What is your maternal grandmother's name?

What is your mother's maiden name?

What is your pet's name?

What street did you grow up on?



Co-op Employee Sign In Guide

4. You will receive a “**Request Completed: Change Forgotten Password Information**” message.

Once you’ve completed all steps, close this window and log in once more. You may also reselect your application or use a URL/bookmark to return to an application.

my account

Welcome, Steven Garret

[Home](#) > [Change forgotten password information](#) > Request completed

Request Completed: Change Forgotten Password Information

You successfully saved your forgotten password information.

Information Updated

Question What is your mother’s maiden name?
Answer Smith

Question What is your pet’s name?
Answer Max

Related Tasks

- To perform other tasks go to the [IBM Security Identity Manager Home](#) page.

Thank you for setting your password reset questions. You will not be prompted to do this process again.

Once you’ve completed all steps, close this window and log in once more.

If you need further assistance call the Service Desk at **306-761-4761**

or toll free at **1-855-761-4761**.

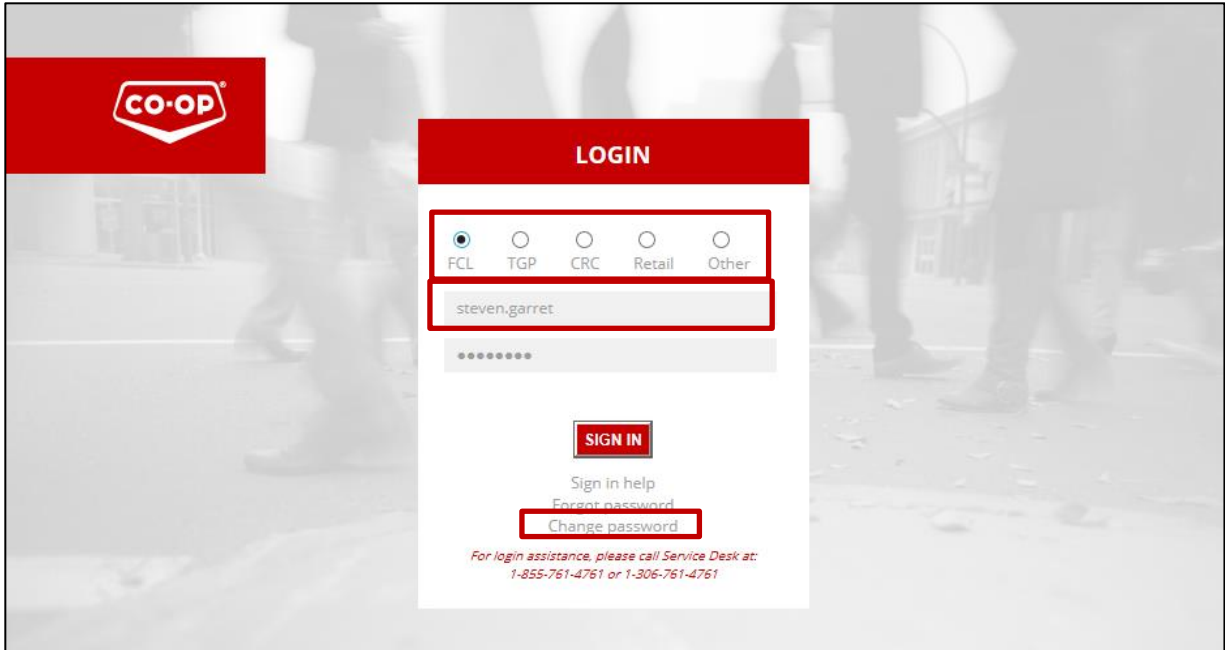
servicedesk@fcl.ca



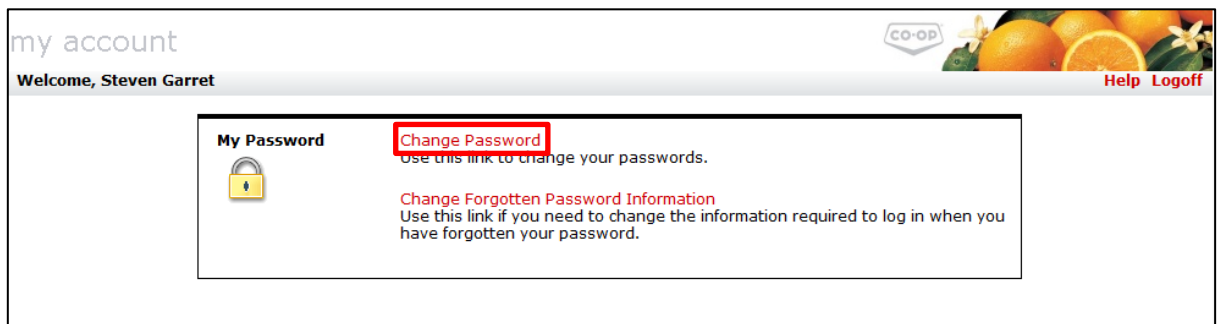
Co-op Employee Sign In Guide

Change Your Password via Sign In Page

1. On the **sign in** screen, select your **group** (FCL, TGP, CRC, Retail, or Other) and enter your **name-based USERNAME** and **PASSWORD** and select **change your password**.



2. You will be presented the Self-Care **my account** screen. Select **Change Password**.



- On the **Change Password** screen enter and confirm your new password. Select **OK**.
Review the criteria for my new password content before pressing the **ok** button.



Password Criteria:

- Length: 6-24 characters
- Must contain at least three of the following four categories:
 - Uppercase letters A-Z
 - Lowercase letters a-z
 - Numbers 0-9
 - Symbols ~!@\$%^&* _+=` \()\}[]:;'"<>,.?/

2. Review the criteria for my new password:	
• Minimum length	6
• Repeated history length	24
• Restricted to characters	abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789~!@\$%^&* _+=` \()\}[]:;'"<>,.?/
• Disallow user ID	True
• Disallow user name	True
• Disallow user ID(with Case-Insensitivity)	True
• Disallow user name(with Case-Insensitivity)	True

- You will receive a **Request Submitted: Change Password** message.



Co-op Employee Sign In Guide

Once you've completed all steps, close this window and log in once more. You may also reselect your application or use a URL/bookmark to return to an application.

my account

Welcome, Steven Garret

[Home](#) > [Change password](#) > Request submitted

Request Submitted: Change Password

You have submitted a request. Below is the information available to you at this time.

Request Detail

Request ID: 2004035345937264417
Date Submitted: November 18, 2015 12:16:19 PM
Request Type: Change Password for Multiple Accounts
Access/Account: e22fc659-0439-4153-b4eb-62617bce1aa9 on FCL LDAP Service Account
e22fc659-0439-4153-b4eb-62617bce1aa9 on FCL ISAM Service Account
e22fc659-0439-4153-b4eb-62617bce1aa9 on ITIM Service
steven.garret on FCL AD Service Account

Related Tasks

- ◆ To perform other tasks go to the [IBM Security Identity Manager Home](#) page.

If you need further assistance call the Service Desk at **306-761-4761**

or toll free at **1-855-761-4761**.

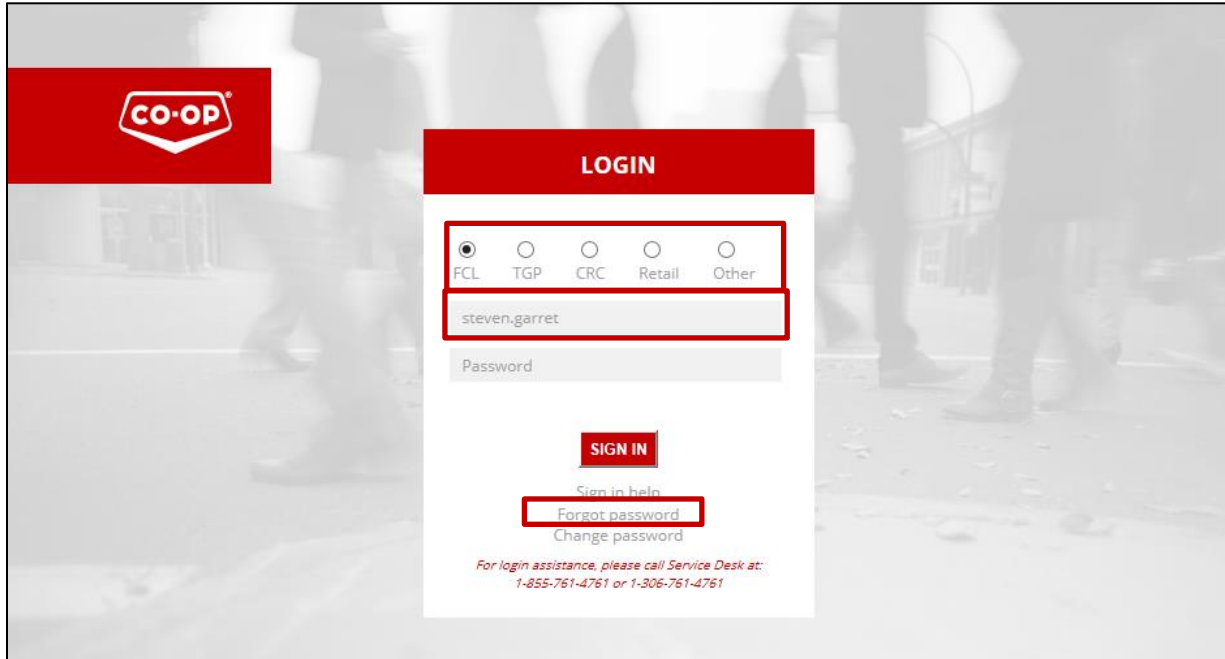
servicedesk@fcl.ca



Co-op Employee Sign In Guide

Forgot Your Password via Sign In Page

1. On the **sign in** screen, select your **group** (FCL, TGP, CRC, Retail, or Other) and enter your **name-based USERNAME** and select **forgot your password**.



2. On the **Forgot Your Password** screen enter your **security question answers** and select **OK**. These are the questions answered as part of your first-time log in.

- On the **Specify New Password** screen input your new password and confirm your new password.
Review the criteria for my new password content before pressing the **OK** button.

Password Criteria:

- Length: 6-24 characters
- Must contain at least three of the following four categories:
 1. Uppercase letters A-Z
 2. Lowercase letters a-z
 3. Numbers 0-9
 4. Symbols ~!@\$%^&* _+=`|\(){}[]:;'"<>,.?/

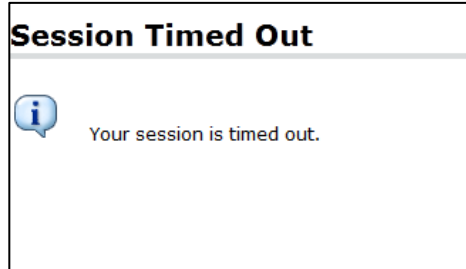
2. Review the criteria for my new password:	
• Minimum length	6
• Repeated history length	24
• Restricted to characters	abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789~!@\$%^&* _+=` \(){}[]:;'"<>,.?/
• Disallow user ID	True
• Disallow user name	True
• Disallow user ID(with Case-Insensitivity)	True
• Disallow user name(with Case-Insensitivity)	True



Co-op Employee Sign In Guide

4. Once your password change is successful you will be presented the **sign in** screen.

After logging in with your username and new password, you may be presented with a **Session Timed Out** page. If this happens close this window and log in once more. You may also reselect your application or use a URL/bookmark to return to an application.



If you need further assistance call the Service Desk at **306-761-4761**

or toll free at **1-855-761-4761**.

servicedesk@fcl.ca

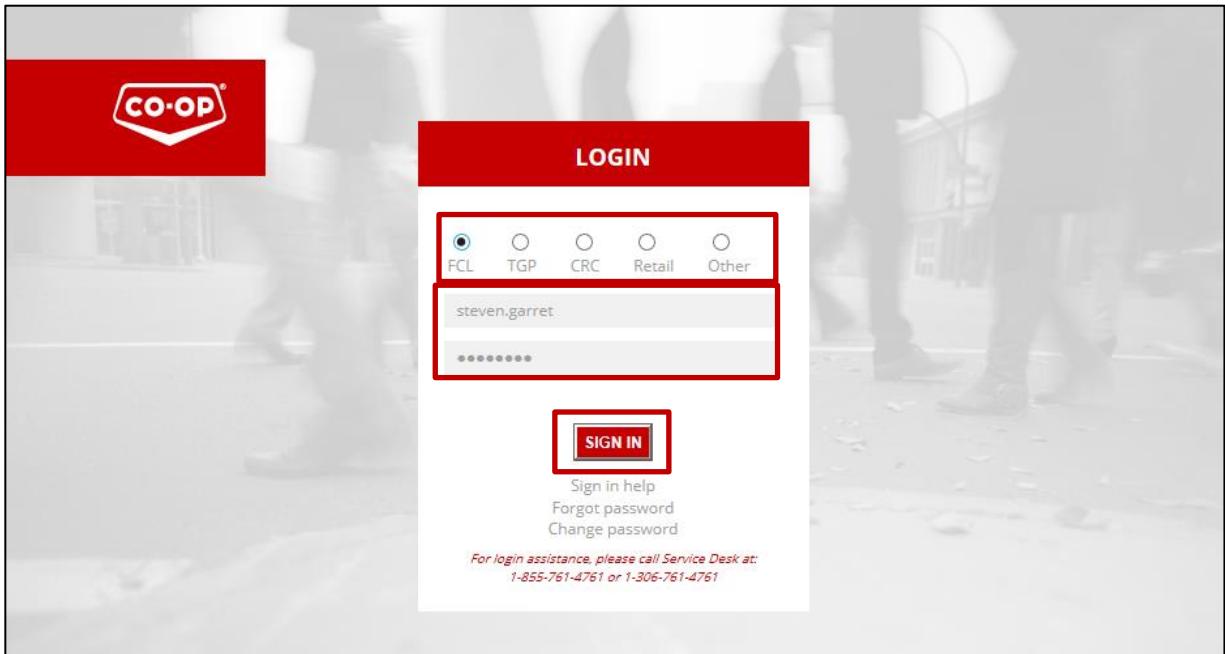


Co-op Employee Sign In Guide

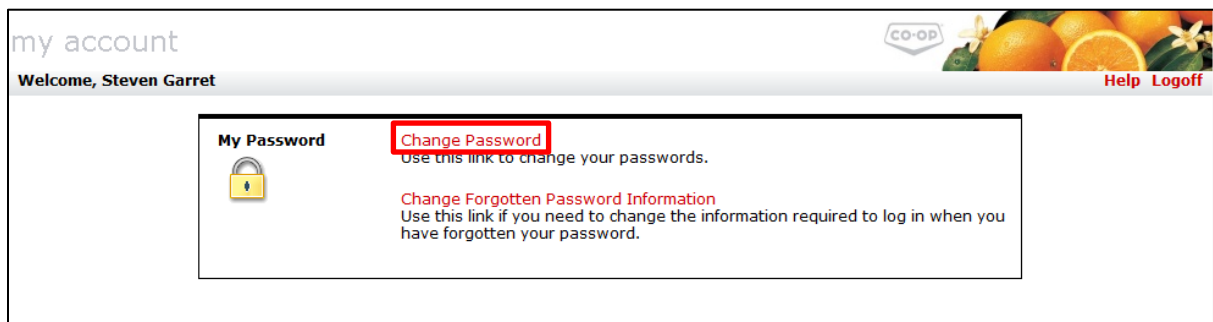
Change Your Password via Self-Care

<https://crsso.coopconnection.ca/itim/self>

1. Select the URL to go to Self-Care (link above). On the **sign in** screen, select your **group** (FCL, TGP, CRC, or Retails) and enter your **name-based USERNAME** and **PASSWORD** and select **sign in**.



2. You will be presented the Self-Care **my account** screen. Select **Change Password**.





Co-op Employee Sign In Guide

- On the **Change Password** screen enter and confirm your new password. Select OK.
Review the criteria for my new password content before pressing the **OK** button.

Password Criteria:

- Length: 6-24 characters
- Must contain at least three of the following four categories:
 - Uppercase letters A-Z
 - Lowercase letters a-z
 - Numbers 0-9
 - Symbols ~!@\$%^&* _+=` \()\}[];:"'<>.,?/

2. Review the criteria for my new password:	
• Minimum length	6
• Repeated history length	24
• Restricted to characters	abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789~!@\$%^&* _+=` \()\}[];:"'<>.,?/
• Disallow user ID	True
• Disallow user name	True
• Disallow user ID(with Case-Insensitivity)	True
• Disallow user name(with Case-Insensitivity)	True



Co-op Employee Sign In Guide

4. You will receive a “**Request Submitted: Change Password**” message.

Once you’ve completed all steps, close this window and log in once more. You may also reselect your application or use a URL/bookmark to return to an application.

my account

Welcome, Steven Garret

[Home](#) > [Change password](#) > Request submitted

Request Submitted: Change Password

You have submitted a request. Below is the information available to you at this time.

Request Detail

Request ID: 2004035345937264417
Date Submitted: November 18, 2015 12:16:19 PM
Request Type: Change Password for Multiple Accounts
Access/Account: e22fc659-0439-4153-b4eb-62617bce1aa9 on FCL LDAP Service Account
e22fc659-0439-4153-b4eb-62617bce1aa9 on FCL ISAM Service Account
e22fc659-0439-4153-b4eb-62617bce1aa9 on ITIM Service
steven.garret on FCL AD Service Account

Related Tasks

- ◆ To perform other tasks go to the [IBM Security Identity Manager Home](#) page.

If you need further assistance call the Service Desk at **306-761-4761**

or toll free at **1-855-761-4761**.

servicedesk@fcl.ca

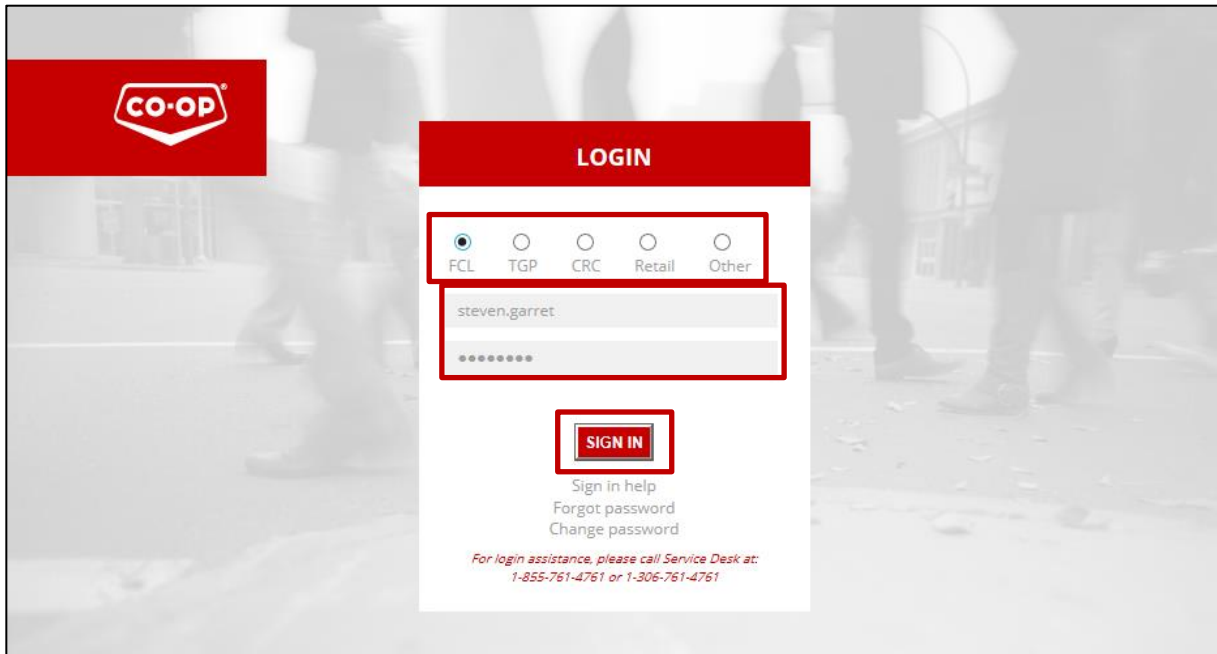


Co-op Employee Sign In Guide

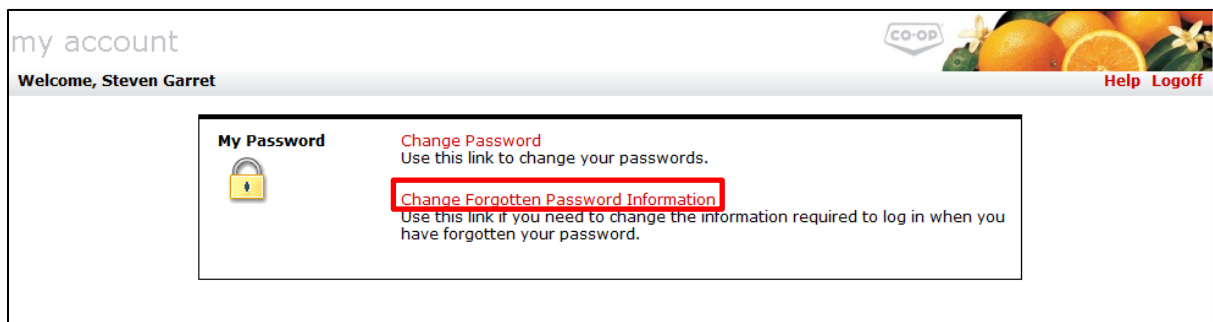
Change Forgotten Password Information via Self-Care

<https://crsso.coopconnection.ca/itim/self>

1. Select the URL to go to Self-Care (link above). On the **sign in** screen, select your **group** (FCL, TGP, CRC, or Retails) and enter your **name-based USERNAME** and **PASSWORD** and select **sign in**.



2. You will be presented the Self-Care **my account** screen. Select **Change Forgotten Password Information**.





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3. You will be presented the **Change Forgot Password Information**.

Choose **two** of the questions and provide answers that are easy for you to remember. Select **OK**. You may clear or update existing answers. In the future, if you have to reset your password, you will have to supply the answers that you have given here.

my account

Welcome, Steven Garret

Home > Change forgotten password information

Change Forgotten Password Information

Answer exactly 2 of the following questions to reset your password if you forget it.

What is first girlfriend/boyfriend's last name?

What is the name of your first school?

What is your maternal grandmother's name?

What is your mother's maiden name?
..... Clear

What is your pet's name?
..... Clear

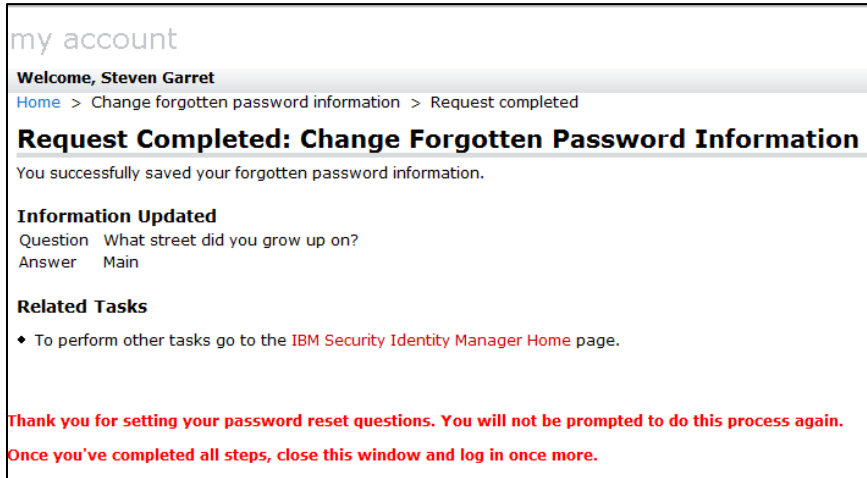
What street did you grow up on?

OK



Co-op Employee Sign In Guide

4. You will receive a “**Request Submitted: Change Forgotten Password Information**” message. Once you’ve completed all steps, close this window and log in once more. You may also reselect your application or use a URL/bookmark to return to an application.



If you need further assistance call the Service Desk at **306-761-4761**

or toll free at **1-855-761-4761**.

servicedesk@fcl.ca



Co-op Employee Sign In Guide

Contact Help

For questions or help, contact the **Service Desk**:

Email: servicedesk@fcl.ca

Tel: 1.855.761.4761
1.306.761.4761