

## Your User Profile and Passwords

### I WOULD LIKE TO...

Users have the ability to make changes to their account. Manage your passwords, call routing details, even program the buttons on your telephone from the **Self Administration** portal.

### ACCESSING YOUR USER PROFILE

- Launch Web Manager and login using your Self Administration credentials.
- Your personal account details are available from here.

The screenshot shows the 'AVAYA IP Office - Self Administration' interface. The user's name 'Greene' is displayed in the top right corner. A left-hand navigation menu includes 'PROFILE', 'CALL HANDLING', 'PERSONAL DIRECTORY', 'BUTTON PROGRAMMING', and 'DOWNLOAD'. The 'PROFILE' section is active, displaying the following fields:

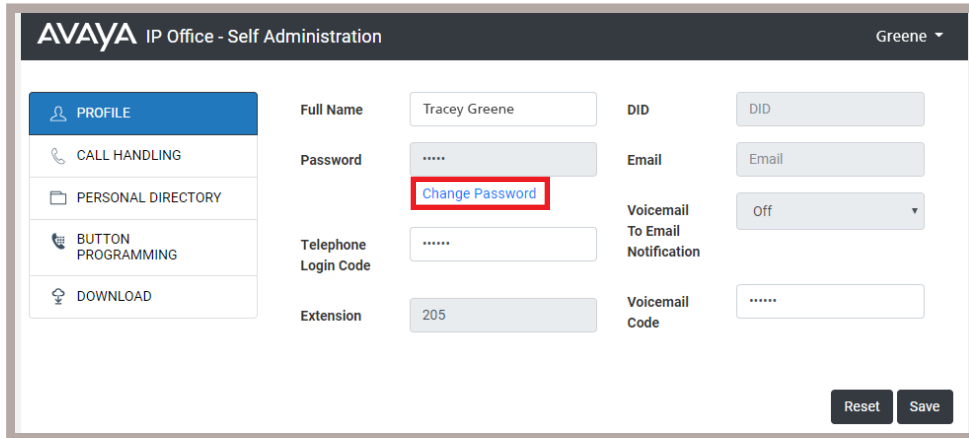
Full Name	Tracey Greene	DID	DID
Password	.....	Email	Email
	<a href="#">Change Password</a>	Voicemail To Email Notification	Off
Telephone Login Code	.....	Voicemail Code	.....
Extension	205		

At the bottom right of the form are 'Reset' and 'Save' buttons.

## CHANGE PASSWORD

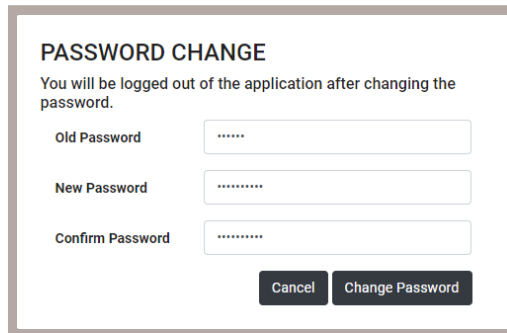
It is advisable, for security reasons, to change your password regularly. This is the password you use to login to Web Manager.

- From your account profile page, click **Change Password**.



The screenshot shows the AVAYA IP Office - Self Administration interface. The user's name is Tracey Greene. The profile page includes a sidebar with options: PROFILE, CALL HANDLING, PERSONAL DIRECTORY, BUTTON PROGRAMMING, and DOWNLOAD. The main content area displays various fields: Full Name (Tracey Greene), Password (masked with dots), Telephone Login Code (masked), Extension (205), DID, Email, Voicemail To Email Notification (Off), and Voicemail Code (masked). A red box highlights the 'Change Password' link in the Password field. At the bottom right, there are 'Reset' and 'Save' buttons.

- Enter your **Old Password**, then put in a **New Password**, then **Confirm** it. When ready, click **Change Password**.



The screenshot shows a 'PASSWORD CHANGE' dialog box. It contains the following text: 'You will be logged out of the application after changing the password.' Below this are three input fields: 'Old Password' (masked with dots), 'New Password' (masked with dots), and 'Confirm Password' (masked with dots). At the bottom, there are two buttons: 'Cancel' and 'Change Password'.

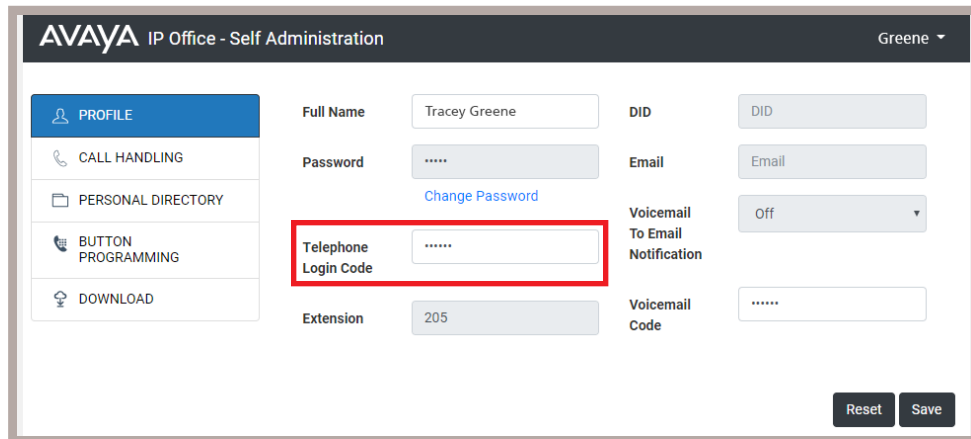
**Note:** Passwords must be at least 8 characters in length, and must contain at least 2 of the following: Uppercase, Lowercase, Numbers and/or Special Characters (#, \*, etc.).

- You will be logged out of the program, and must login again using you new credentials.

## CHANGING YOUR TELEPHONE PASSWORD

If you move to another desk and telephone (Hot Desking), you can login to the new phone using your **Telephone Password**. This will enable all of you personal settings and programming at the new location.

- From your account profile page, enter a new password in the **Telephone Login Code** field.



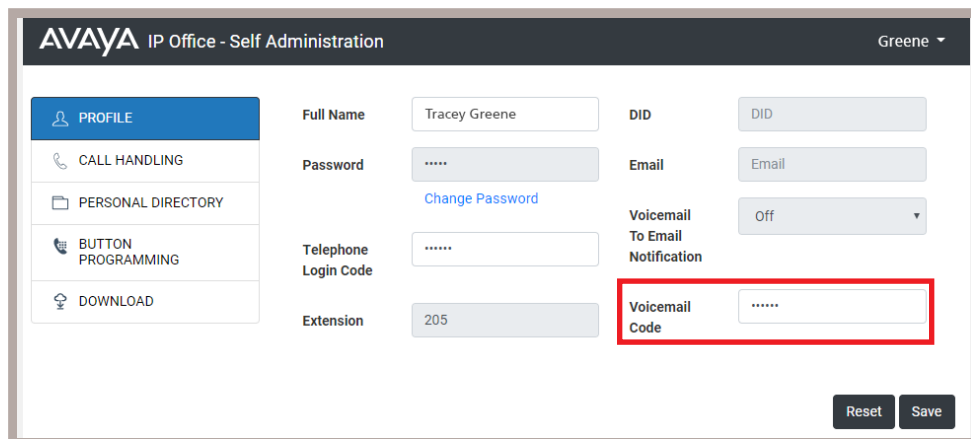
The screenshot shows the 'AVAYA IP Office - Self Administration' interface for user 'Greene'. On the left is a navigation menu with options: PROFILE, CALL HANDLING, PERSONAL DIRECTORY, BUTTON PROGRAMMING, and DOWNLOAD. The main content area contains several fields: Full Name (Tracey Greene), Password (masked with dots), Telephone Login Code (masked with dots and highlighted with a red box), Extension (205), DID, Email, Voicemail To Email Notification (set to Off), and Voicemail Code (masked with dots). There are 'Reset' and 'Save' buttons at the bottom right.

**Note:** This password will be entered through a telephone keypad, so it must contain only 0-9, #, and \*.

## CHANGING YOUR VOICEMAIL CODE

When you access the system to check your email, you will be prompted to enter your **Voicemail Code** to prove that its you.

- From your account profile page, enter a new password in the **Voicemail Code** field.



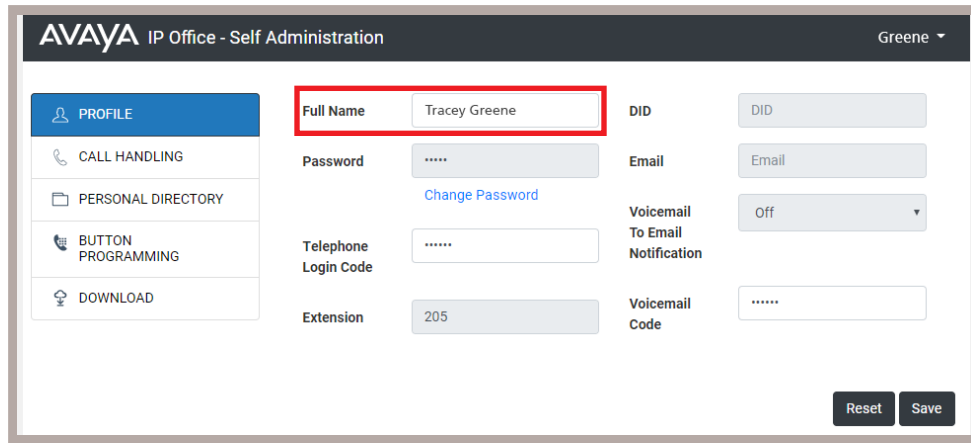
The screenshot shows the same 'AVAYA IP Office - Self Administration' interface. In this view, the 'Voicemail Code' field is highlighted with a red box. The 'Telephone Login Code' field is also visible but not highlighted. All other fields and buttons are the same as in the previous screenshot.

This password will be entered through a telephone keypad, so it must contain only 0-9, #, and \*.

## CHANGE YOUR NAME

You can change your full name simply by retyping it in the space provided.

Your login username can only be changed by the site administrator.



The screenshot shows the 'AVAYA IP Office - Self Administration' interface. On the left is a navigation menu with options: PROFILE (selected), CALL HANDLING, PERSONAL DIRECTORY, BUTTON PROGRAMMING, and DOWNLOAD. The main content area is titled 'Greene' and contains a profile form. The 'Full Name' field is highlighted with a red box and contains the text 'Tracey Greene'. Other fields include: Password (masked with dots), Telephone Login Code (masked with dots), Extension (205), DID (DID), Email (Email), Voicemail To Email Notification (Off), and Voicemail Code (masked with dots). There are 'Reset' and 'Save' buttons at the bottom right.

Full Name	Tracey Greene	DID	DID
Password	.....	Email	Email
Telephone Login Code	.....	Voicemail To Email Notification	Off
Extension	205	Voicemail Code	.....