SaaS User Password Guide

© 2015 MRI Software LLC. All rights reserved.

sales@mrisoftware.com | mrisoftware.com | 1.800.321.8770

MRI SaaS Passwords

- **In this presentation we will learn**
  - How to set up Challenge Questions
  - Password Requirements
  - How to change a password

© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords

- **Password changes are required the first time a user ID logs into the terminal servers.**
- **In addition, users will be required to make a password change every 60 days.**
- **For security purposes, the last nine passwords are archived and cannot be reused. Users must provide a different password each time when prompted.**
- **For 10.0 and beyond password requirements are: Must uses 3 of the following 4 items in their password: capital letter, lowercase letter, number or special character. Minimum of 8 characters in length.**

  Note: Existing users who don't meet this requirement will be forced to reset their passwords the first time they log into 10.0
- **The Password Reset Tool should always be used to change a password.**

© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords Initial Setup - WEB

Access the Password reset tool

- For Web Logins go to: https://welcome.saas.mrisoftware.com/
- Enter your Client ID

© 2015 MRI Softwar

MRI SaaS Passwords Initial Setup - WEB

Access the Password reset tool Continued

- Select MRI Software or adfs.saas.mrisoftware.com as your login method

© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords Initial Setup - WEB

Access the Password reset tool Continued

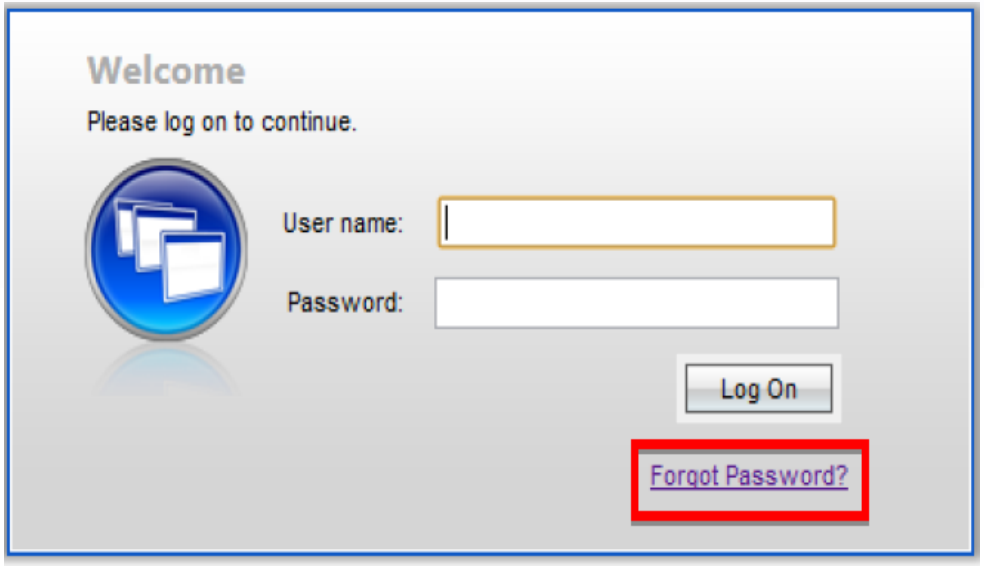
- Select Reset Password link

© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords Initial Setup - Windows

Access the Password reset tool

- For Windows Logins go to: https://apps.saas.mrisoftware.com/
- Click Forgot Password link



© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords Initial Setup

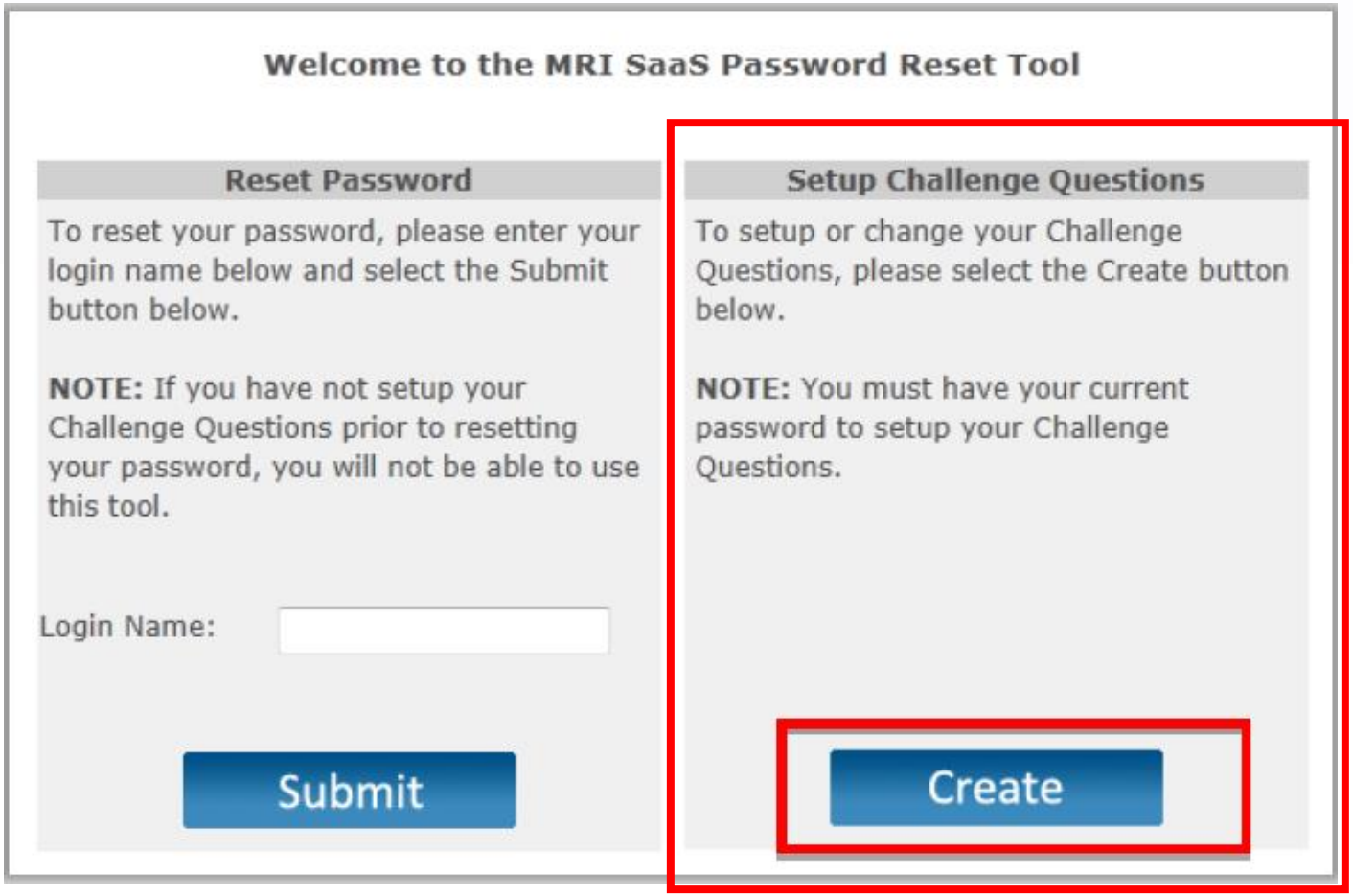
Both Forgot Password Links will take you to the Password Reset Tool:

This tool must be used any time a password is changed.

© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords Initial Setup

3. Create your challenge questions for the password reset tool
This step must be done before a password can be reset



© 2015 MRI Software LLC. All rights reserved.

Password Challenge Questions

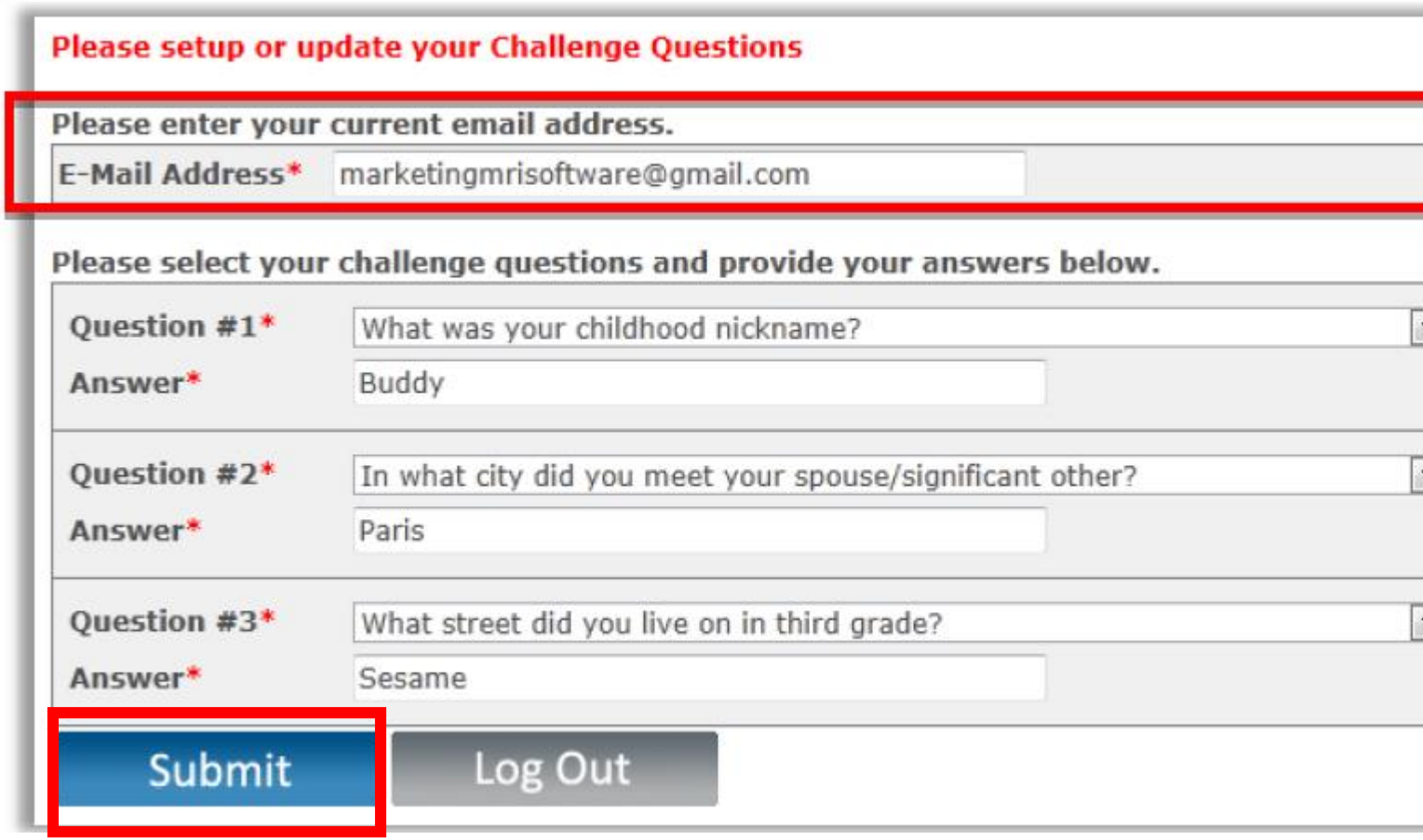
Enter your USERID and default password provided to you by your administrator

© 2015 MRI Software LLC. All rights reserved.

Password Challenge Questions

The User' actual email not a generic or distribution list

Answers are Case Sensitive. A different answer must be used for all three questions.



© 2015 MRI Software LLC. All rights reserved.

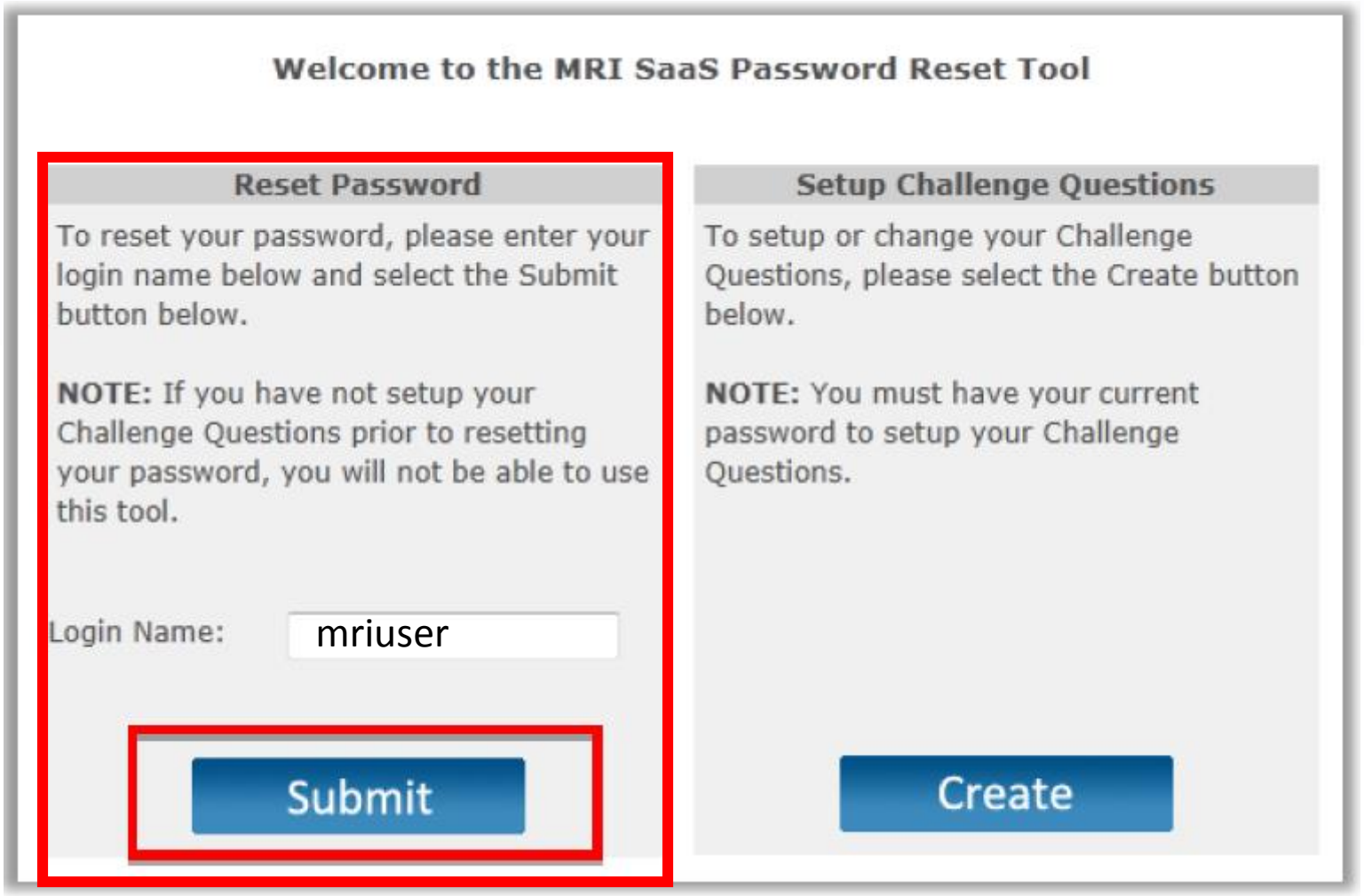
MRI SaaS Passwords

4. Reset your password

© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords

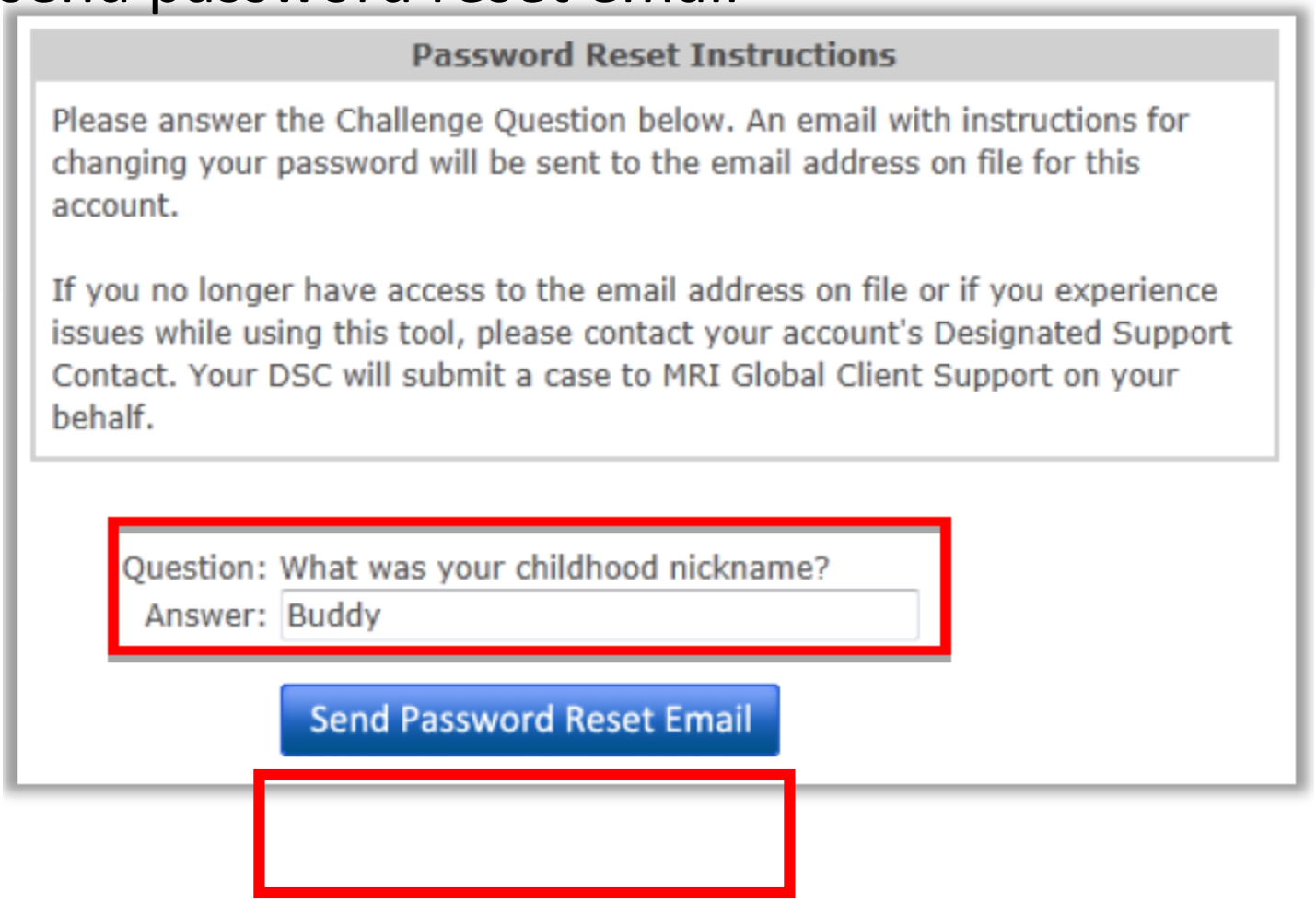
Enter your User ID and click submit



© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords

Answer your challenge question and click send password reset email



© 2015 MRI Software LLC. All rights reserved.

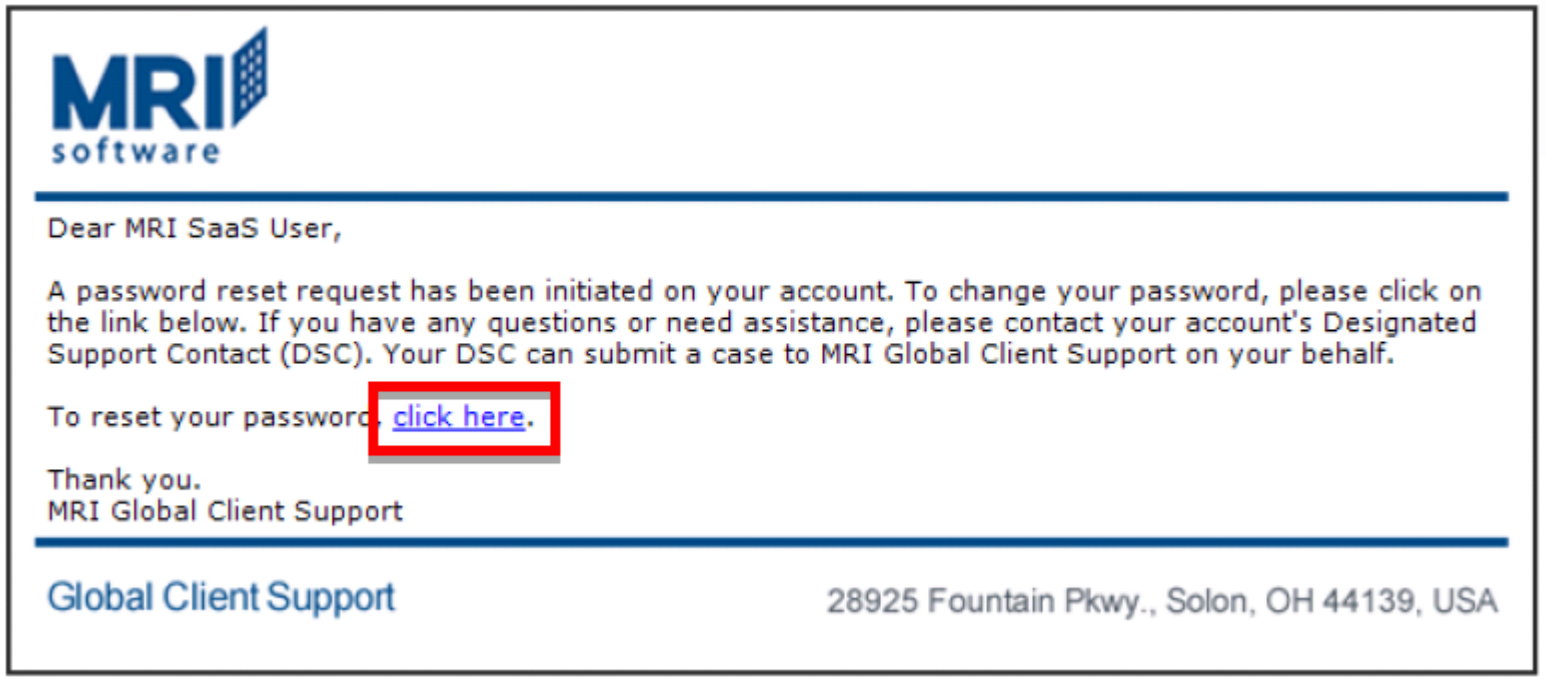
MRI SaaS Passwords

If you receive this pop up click the Log Out button

© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords

Access your email account and open the email from donotreply@mrinetsource.com



MRI software

Dear MRI SaaS User,

A password reset request has been initiated on your account. To change your password, please click on the link below. If you have any questions or need assistance, please contact your account's Designated Support Contact (DSC). Your DSC can submit a case to MRI Global Client Support on your behalf.

To reset your password, click here.

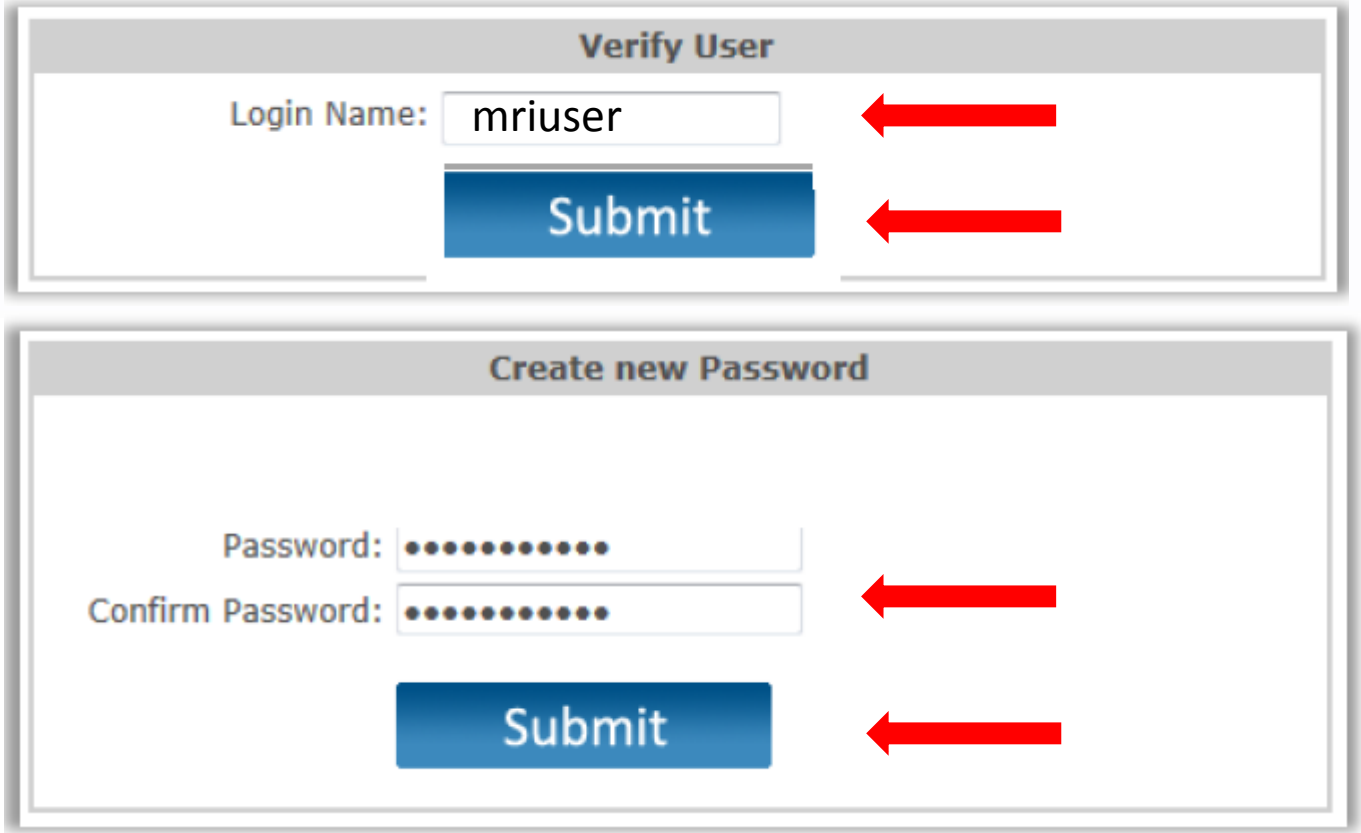
Thank you.
MRI Global Client Support

Global Client Support 28925 Fountain Pkwy., Solon, OH 44139, USA

© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords

Enter your User ID and click submit. Then enter your new password and click submit.



For 10.0 and beyond password requirements are: Must uses 3 of the following 4 items in their password: capital letter, lowercase letter, number or special character.

© 2015 MRI Software LLC. All rights reserved.

MRI SaaS Passwords

Now that your password has been reset you may log into the MRI program.

© 2015 MRI Software LLC. All rights reserved.