

Instructions for Out of Scope Agencies Password Change

If you are an out of scope agency user, before logging into the Performance Budgeting System you will need to first visit <https://password.vita.virginia.gov> to change your password from the default password set by VITA. Below are the steps necessary to accomplish

1. Type the following URL in a browser window: <https://password.vita.virginia.gov>



2. Type in your "xx" account user name. The format of the Login should be xxFirstname.Lastname.

Self-service login

Please enter your network login ID:

My login ID on Active Directory for the COV Domain :

3. Enter the default password accompanied with your user id.

Verify password

Enter password for Active Directory for the COV Domain:

Your Password:

4. Select and answer the appropriate security questions.

Your current challenge response Q&A:

You must configure a valid Q&A profile before the other options are available to you. You have not defined enough questions.

In the future, P-Synch may ask you to prove your identity by answering some personal questions. Please add personal, secret questions and answers to the following list, by filling in the blanks and pushing the 'Submit' button.

- Clear the answer to a pre-defined question to remove it.
- Clear the text or answer of a free-form question to remove it.

User Authentication:
Minimum questions [2], Questions still required [2]

Question	Answer	Confirm
-- Select a question --	<input type="text"/>	<input type="text"/>
-- Select a question --	<input type="text"/>	<input type="text"/>


Help Desk Question Set:
Minimum questions [2], Questions still required [2]

Question	Answer	Confirm
-- Select a question --	<input type="text"/>	<input type="text"/>
-- Select a question --	<input type="text"/>	<input type="text"/>

Which agency do you work in?:
Minimum questions [0], Questions still required [0]

Question	Answer	Modified by	Modified at
Which agency do you work in? (1-99 characters)	<input type="text"/>		

5. Once the security questions have been answered, select change password

 **P-Synch Options**

[Change passwords](#)

You last changed your passwords using P-Synch on 9/10/2010 12:19 PM, via the self-service reset module.

[Unlock accounts](#)

[Answer personal questions](#)

You have answered 5 question(s) (4 are required).

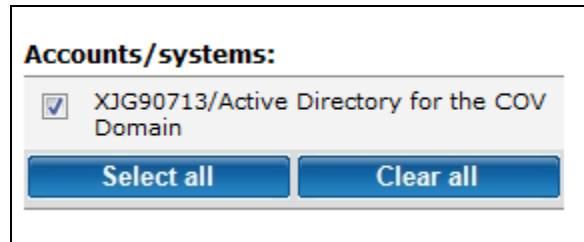
6. Enter your new password in the "New password" field, and then enter the same password once more in the "Confirm" field.

Enter a new password for Garriss, Mike (VITA):

New password:

Confirm:

7. **Note:** You want to be sure that the check box for COV Domain is flagged and no other check boxes are flagged under “Accounts/systems:”



Accounts/systems:

XJG90713/Active Directory for the COV Domain

Select all Clear all

8. Once your password has been updated you should be able to log into the Performance Budgeting System using the following link: <https://PBProd.vita.virginia.gov>