# Enrolling DD Domain ID for Self-Service

#### Introduction

DD Domain ID Self Service capabilities were incorporated into the Qualfon Self Service portal. Process details how employees are to enroll their DD Domain ID for the self-service tool first before they can use it to unlock, change or reset their DD Domain ID or passwords.

#### Details

- 1. Go to https://resetpw.qualfon.com.
- 2. Click on the dropdown to change **QUALFONCENTER** to **DD**.
- 3. Enter your **Username** and click **Login**.

	QUALFON	
🕹 Log	j In	
U	sername 🚨	
QU		
Q	JALFONCENTER	
P For	got your password?	~
Acc	count locked out?	^

4. Enter your **Password** and click on **Login**.

	QUALFON	
•3	Log In Hello Amy Zartman, enter your password to login Change	
	Login	
۶	Forgot your password?	^
Ô	Account locked out?	^

5. This **Welcome** screen will appear, click on the green **Click here** button.



6. Choose **2 Security Questions** and provide **Answers**. Then click **Next**.

Change Password User Registration	ON Enrollme	ent 🛞 -			
Pleas	se enroll for	r the forced verification methods enab	led for your account	t.	
0	Security Qu	estions			
	Question :	Please Select a Question	•	~	
		•••••	Confirm Answer		
	Question :	Please Select a Question		~	
		Answer	Confirm Answer		
	✓ Hide Ans	swer(s)			
	• The minim	num length of the answer(s) should be 5 char	acters and maximum a	llowed is 255 charact	ers
				Step 1 of 1	Next

#### 7. You'll receive this **Successful** message and screen.

( <u>O</u> QU	ALFON	1	A -
Change Passw	ord	Enrollment	
User Registrat	ion		You have successfully enrolled! The information you provided will halp us verify your identity when you logic or during the password
	Enrolled	Verificat	reset/account unlock process.
	You'll be a	asked to verify y	our identity using any of the methods listed below. Learn more
	?	Security Qu	uestions & Answer
		View my sec	curity questions 🖌
		Today 12:55	5 PM

8. You are now all set and can use the self-service portal to reset or change your DD Domain password or unlock your account.

## **Related Articles**

### **Revision History**

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