

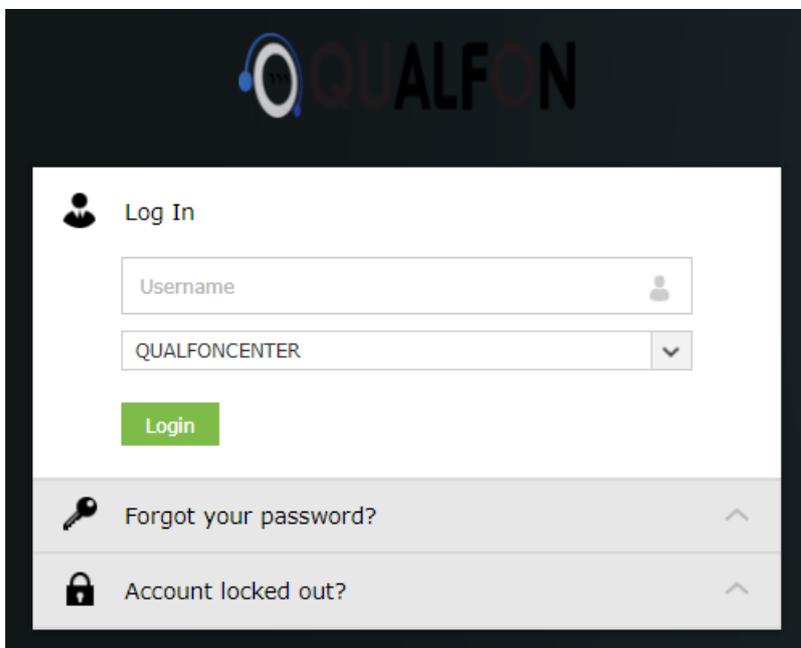
How to Register for Qualfon Password Reset Self Service

Introduction

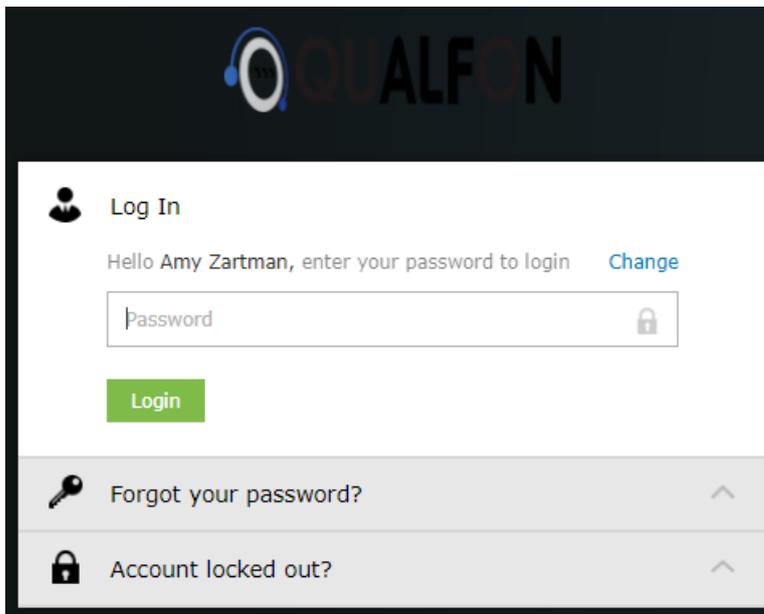
Process details how to register or enroll your account in Qualfon Center. This allows employees the self-service ability to change or reset their Qualfon Domain password.

Details

1. Open any web browser available on your desktop and access the password reset link:
<https://resetpw.qualfon.com>
2. Enter your **Username**, choose **QUALFONCENTER** in the dropdown list, and click **Login**.

A screenshot of the Qualfon login interface. At the top, the Qualfon logo is displayed in white on a dark background. Below the logo is a white login form. The form has a header 'Log In' with a person icon. It contains a text input field for 'Username' with a person icon on the right, and a dropdown menu currently showing 'QUALFONCENTER'. Below these fields is a green 'Login' button. At the bottom of the form, there are two links: 'Forgot your password?' with a key icon and an upward arrow, and 'Account locked out?' with a padlock icon and an upward arrow.

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



4. Go to the **Enrollment** tab.

5. Enter the information for each verification method listed.

- **Security Questions & Answer**

1. Select a question from the list in the dropdown.
2. Enter the Answer and Confirm the Answer for each question.

Please enroll for all mandatory authenticators

Security Questions

Question : * What was the name of your elementary / primary school ?

Answer Confirm Answer

Question :

Hide Answers

- The minimum length of the question(s) should be 5 characters and maximum allowed is 255 characters
- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

Step 1 of 1

3. Click **Next**.

- **Email Verification**

1. Enter your **Email Address** and click on **Send Code**.
2. Enter the **verification code** sent to your email address and click on **Verify Code and**

Continue.

Email Verification

Enter the email address where you want to receive the verification code

Enter the code that you received via email

Step 1 of 1

3. Click **Next**.

o **SMS Verification**

1. Enter your **mobile number** and click on **Send Code**.

2. Enter the **verification code** sent to your mobile device via **SMS Text** and click on **Verify Code and Continue**.

SMS Verification

Enter the mobile number where you want to receive the verification code

Enter the code that you received in your mobile

Step 1 of 1

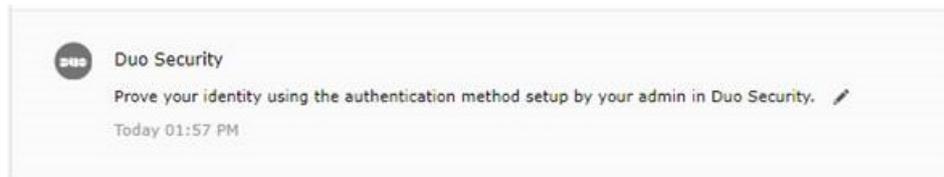
3. Click **Next**.

o **Duo Security**

1. Click on the **Set up** link.



2. Follow the setup instructions listed in the [Enrolling in DUO](#) process.
3. Once enrolled in Duo Security, the enrollment screen Qualfon Center will look like this:



6. Once all Verification methods are set up and saved your enrollment screen will look like this:

User Registration

Enrolled Verification Methods

You'll be asked to verify your identity using any of the methods listed below. [Learn more](#)

| | |
|---|---|
|  | Security Questions & Answer View my security questions  Tuesday, September 22, 2020 02:00 PM |
|  | Email Verification Amy.Zartman@qualfon.com Verified N/A <input type="text"/> Verified N/A Add Email |
|  | SMS Verification <input type="text"/> Verified  Wednesday, August 18, 2021 05:00 PM Add mobile number |
|  | Duo Security Prove your identity using the authentication method setup by your admin in Duo Security.  Friday, August 06, 2021 12:03 AM |

7. You can **edit** information by clicking on the **pencil** next to the **item** or **add** information by clicking on the **Add link**.

Related Articles

Revision History

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