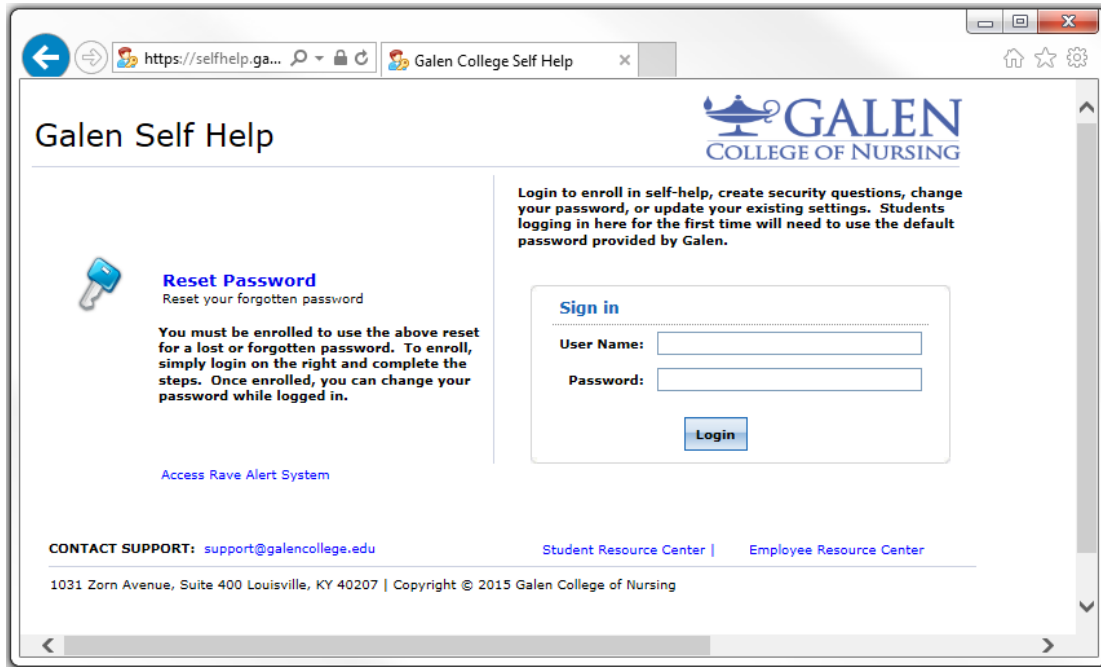


## Self-Help Enrollment for Galen Students

\*NOTE: The Self-Help profile username and password are currently linked to Canvas, Rave and PaperCut. Student Portal accounts have not yet been linked and do require a separate password reset from within the Student Portal Site.

Go to <http://selfhelp.galencollege.edu>.



Enter your username and default password. The default password is a combination of the first two characters of your last name + the last four digits of your social security number + two exclamation points. The first letter of your last name is capitalized while the second letter is lower case.

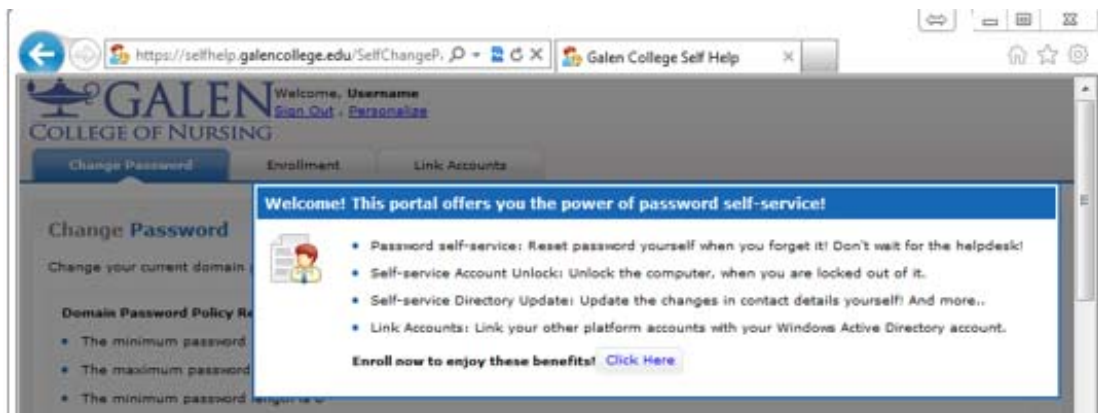
Example:

Name: John Doe

SS#: 123-45-6789

Default Password = Do6789!!

Select the 'Click Here' button to start the enrollment process.



Select 3 security questions from the dropdown list, enter each answer twice and select the 'Enroll' button.

The screenshot shows a web browser window with the URL <https://selfhelp.galencollege.edu/Enrollment.d>. The page header includes the Galen College of Nursing logo and navigation links for 'Change Password', 'Enrollment', and 'Link Accounts'. The main content area is titled 'User Registration' and contains the following sections:

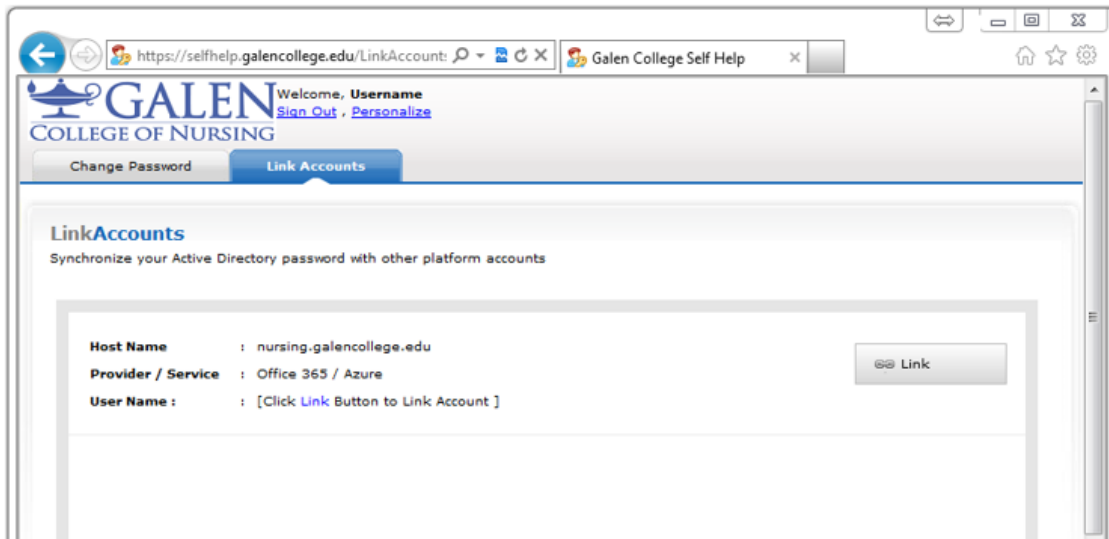
- Security Que & Ans**: A section with a tabbed interface.
- Length Specification**:
  - The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters
  - Please use only letters (a-z), numbers and symbols for answers.
- Register Your Security Que & Ans**: A section with three questions, each with a dropdown menu and two text input fields for answers:
  - Question 1: 'What is your mother's maiden name ?' with two input fields containing asterisks.
  - Question 2: 'What is your favorite color ?' with two input fields containing asterisks.
  - Question 3: 'Who is your childhood hero ?' with two input fields containing asterisks.
- A checkbox labeled 'Hide Answer(s)' is checked.
- An 'Enroll' button is located at the bottom center of the form.

Your enrollment is successful when you receive the below confirmation.

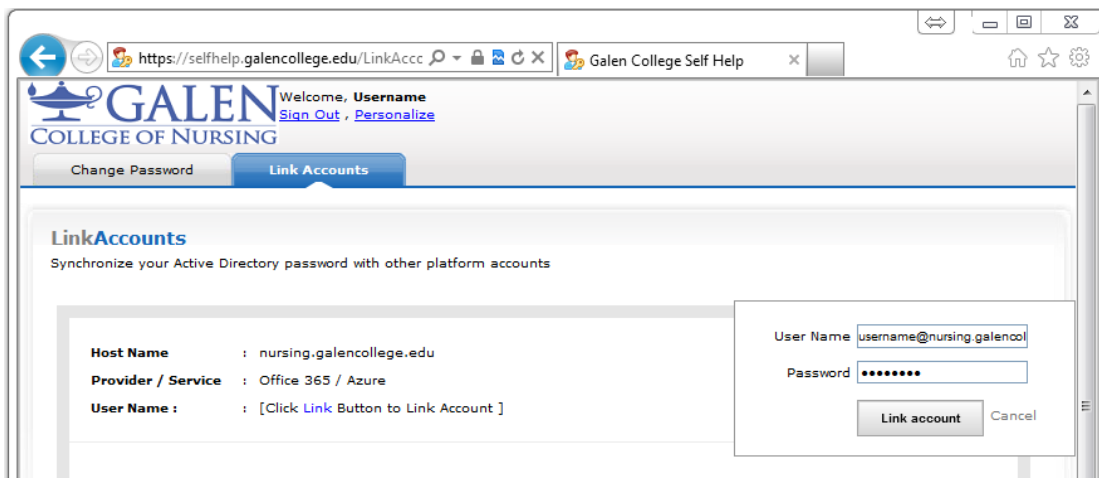
The screenshot shows the same web browser window as above, but the main content area now displays a green confirmation message:

You have enrolled for password self-service successfully!  
✔ When you request for password self-service, you will be authenticated using this info.

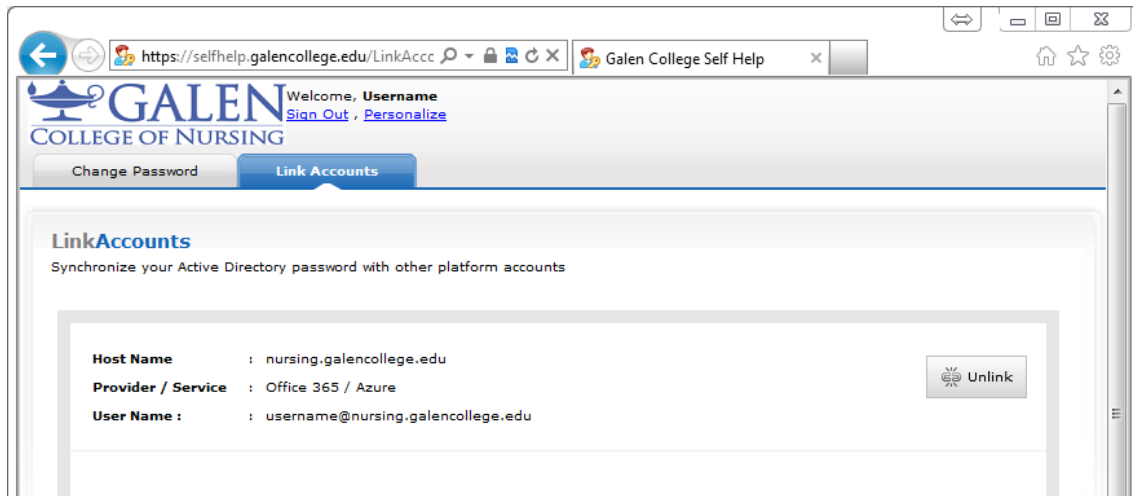
Linking your Galen College email to your Self-Help profile will allow you to synchronize your passwords and simplify password management. Select the 'Link Accounts' tab to start the process.



Select the 'Link' option and enter your Office 365 email address and password, then select 'Link Account'. If your Self-Help and Office 365 email passwords were not already identical, you MUST next perform a password change from the Change Password tab.



Once your Office 365 password is linked to your Self-Help profile, any password changes or resets will also include your email.



Once enrolled, you can change your own password using selfhelp.galencollege.edu. Select the 'Change Password' tab.

