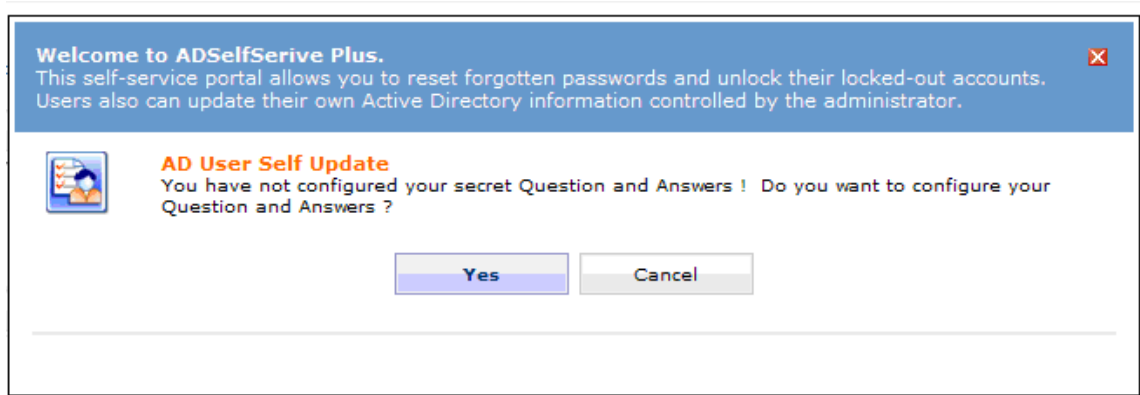


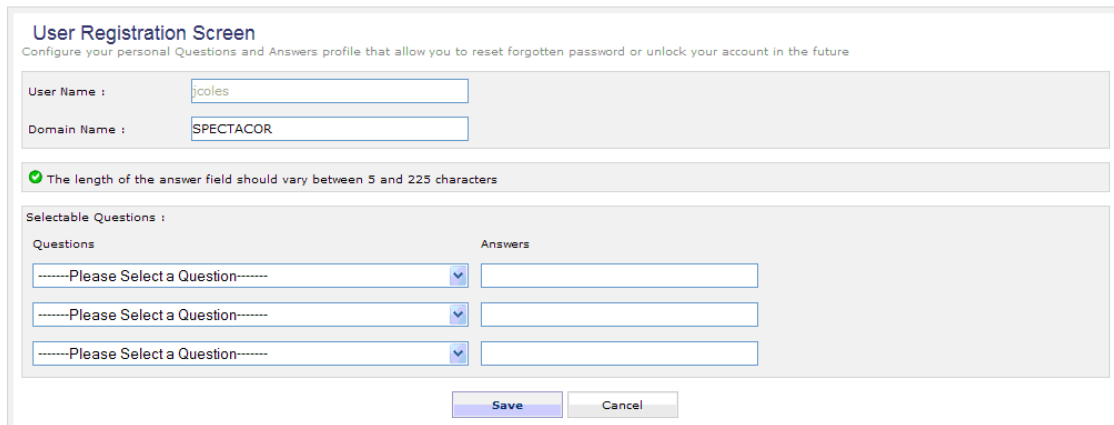
## How to Enroll in Self Service

Self Service enables enrolled users to change their password or unlock their account through a web interface by answering three security questions.

1. Open your web browser.
2. Go to the following web page: <http://selfservice.comcast-spectacor.com>
3. The Self Service home page will load.
4. Log into AdSelf Service by typing in your network username and password. Click **Login**.
5. AdSelf Service will prompt you to enroll by configuring your secret questions and answers. Click **Yes** to continue.



6. To register yourself on the website, select three security questions from the drop down menus. These questions will be the security questions you will be asked when attempting to change your password or unlock your account.
7. Type the answers to each security question in the text box next to the corresponding question. Answers must be at least 5 characters long.
8. After three selected questions are answered select **Save**.

A screenshot of a web browser window showing a "User Registration Screen". The title is "User Registration Screen" and the subtitle is "Configure your personal Questions and Answers profile that allow you to reset forgotten password or unlock your account in the future". There are two input fields: "User Name" with the value "jcoles" and "Domain Name" with the value "SPECTACOR". Below these fields is a green checkmark icon and the text "The length of the answer field should vary between 5 and 225 characters". Below this is a section titled "Selectable Questions" with two columns: "Questions" and "Answers". There are three rows, each with a dropdown menu in the "Questions" column and a text input field in the "Answers" column. The dropdown menus are currently set to "Please Select a Question". At the bottom of the form are two buttons: "Save" and "Cancel".

9. The following screen will appear to signify a successful registration:

Successfully completed the Question and Answer Registration. [\[Close\]](#)

**User Registration Screen**  
Configure your personal Questions and Answers profile that allow you to reset forgotten password or unlock your account in the future

User Name :

Domain Name :

The length of the answer field should vary between 5 and 225 characters

Selectable Questions :

Questions	Answers
<input type="text" value="-----Please Select a Question-----"/>	<input type="text"/>
<input type="text" value="-----Please Select a Question-----"/>	<input type="text"/>
<input type="text" value="-----Please Select a Question-----"/>	<input type="text"/>

10. You are now enrolled in AdSelf Service. Enrolled users can :
- Change their password by answering their preset security questions
  - Unlock their network account by answering their preset security questions