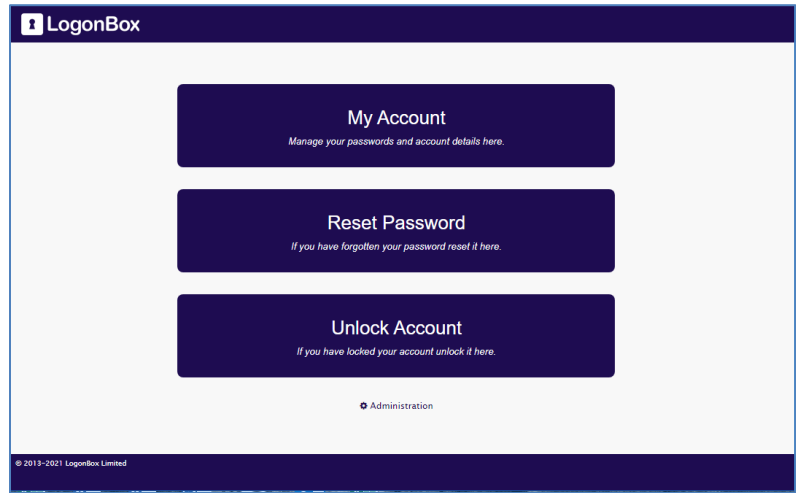


LogonBox Password Self Service Setup Instructions –

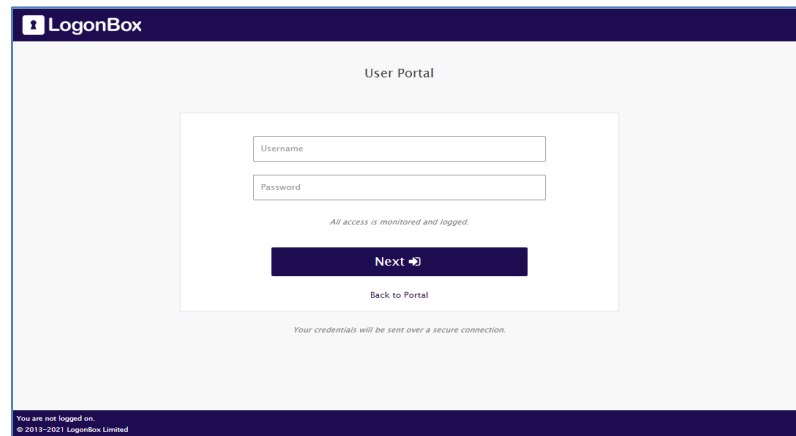
If available, click on the “*Password Self Service*” desktop shortcut...or enter <https://dcpss.co.door.wi.us> on the address line of a web browser session (i.e.: Chrome, Firefox, Internet Explorer).

Select **My Account**



Enter your **network user name** followed by '@co.door.wi.us' and then your **network password**.

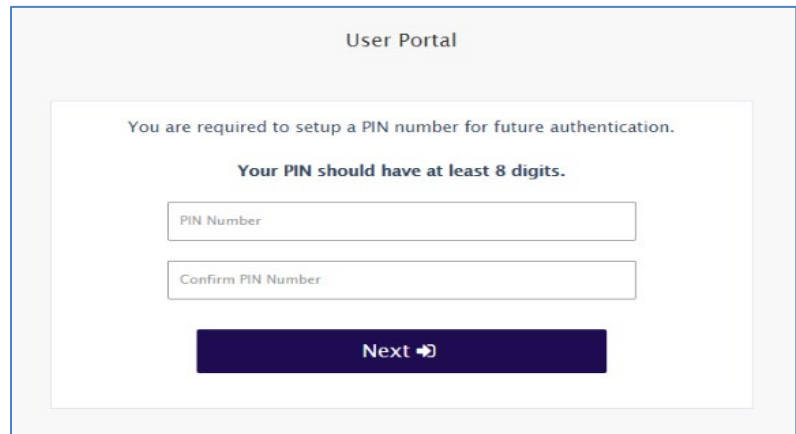
Click **Next**



On initial setup, you will be required to enter an 8 digit PIN which will be used to help you unlock your account.

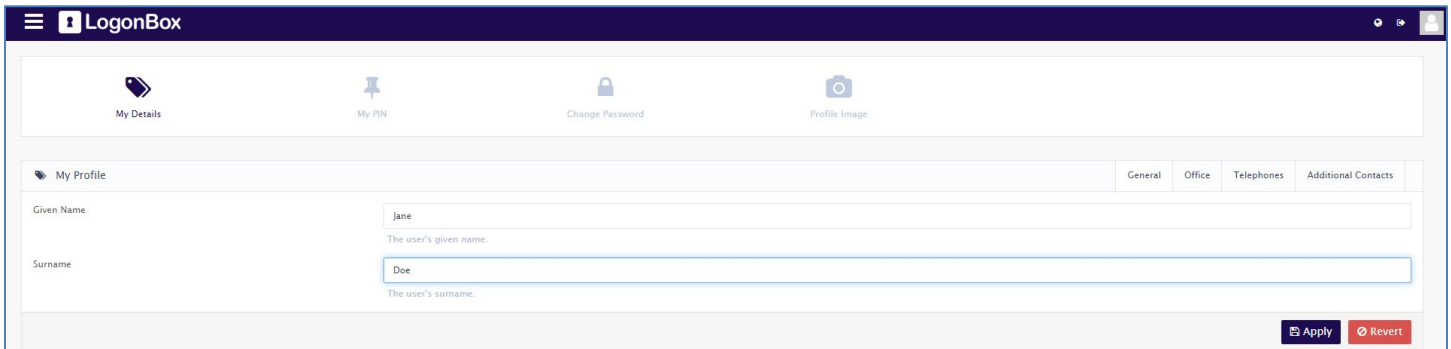
Enter an 8 digit **PIN**

Click **Next**



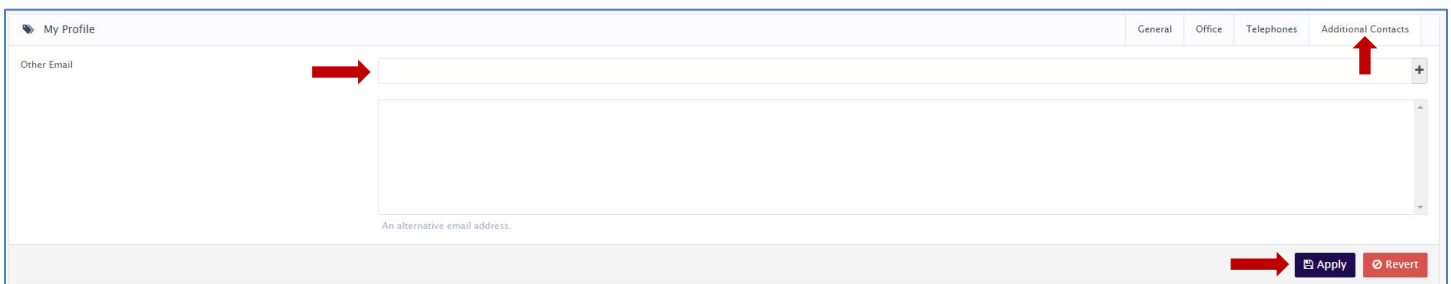
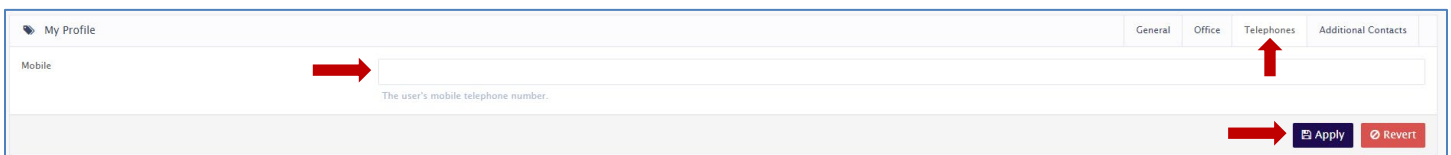
LogonBox Account

My Details page contains your profile information you entered upon initial setup. The **General** tab will show your name and the **Office** tab will show your county email address.

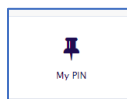


OTP (One Time Password) Feature Setup

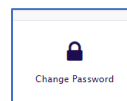
The one time password feature will send you a text and email with the one time code to help you reset your password. In order for this feature to work, you will need to supply a mobile telephone number under the **Telephones** tab and/or an additional email address under the **Additional Contacts** tab. **Key the relevant information in and click Apply.**



My PIN will allow you to change your PIN at any time.



Change Password will allow you to change your network password. The password criteria policy is displayed for your reference.



Default Domain Policy
Must be at least 8 characters long.
Must be no longer than 127 characters.
Must be changed within 90 days.

Must pass at least 3 of the following criteria:

- At least 1 digit.
- At least 1 lower case character.
- At least 1 upper case character.
- At least 1 symbol character.

*Must not contain their username.
Must not be any of their last 10 passwords.*

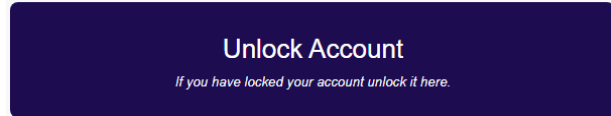
Password Generator
Can't think of a good password? How about...

kja!9C*#

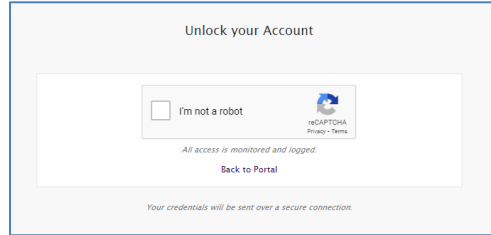
🔄 ✎ 📄

Instructions to Unlock an Account from the LogonBox Portal –

Select **Unlock Account**



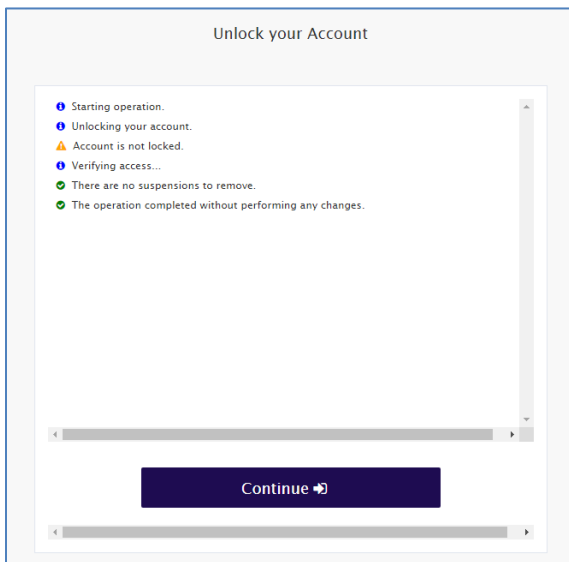
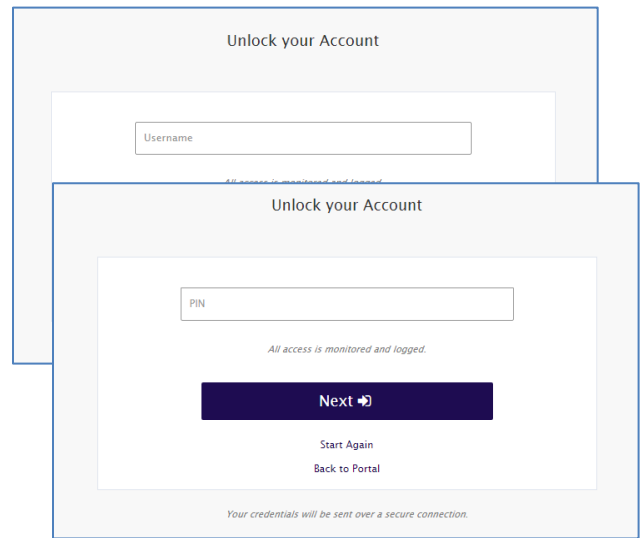
You will be presented with the reCAPTCHA widget where you will need to click "I'm not a robot" to continue.



If you fail the "I'm not a robot" check, the module will fail back to a secondary level where you will have to complete a picture based task such as the one pictured here.



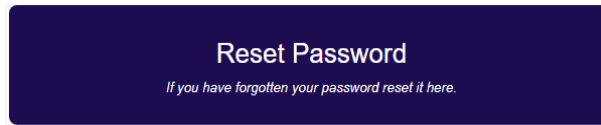
You will be prompted to enter your user name and PIN.



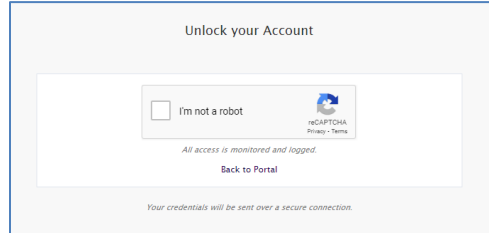
A series of steps will display during this process indicating actions taken and final completion results. When finished you will be returned to the Logon Box portal page. If completed successfully, your account should be unlocked and able to log in.

Instructions for Resetting your Password from the LogonBox Portal –

Select **Reset Password**



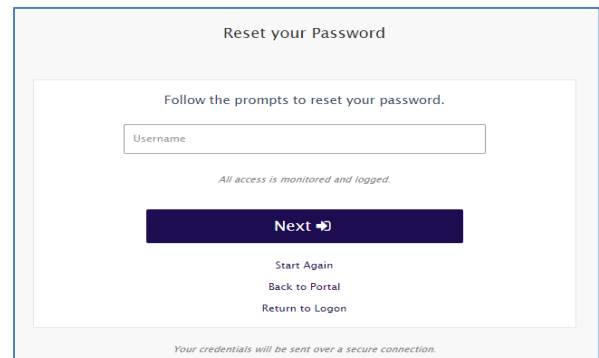
You will be presented with the reCAPTCHA widget where you will need to click "I'm not a robot" to continue.



If you fail the "I'm not a robot" check, the module will fail back to a secondary level where you will have to complete a picture based task such as the one pictured here.

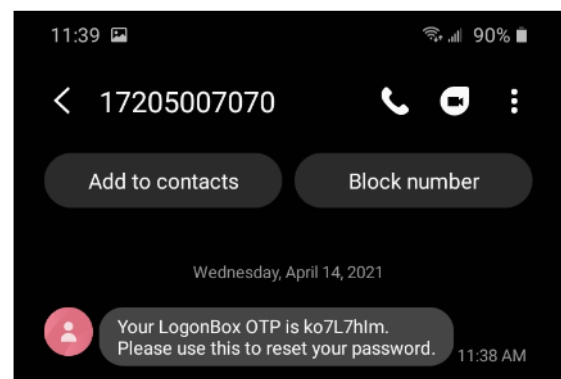


You will be prompted to enter your user name



You will receive both a text message from 17205007070 with the One Time Password code to enter to complete the log on process.

As a fail-safe, an email will be sent to your county email address along with the additional email address you entered at the initial set up of your LogonBox account.



Enter the password you received either from the text message or email.

Reset your Password

Follow the prompts to reset your password.
You now need to enter the code that has been sent to your registered email addresses.

All access is monitored and logged.

Next ➔

[Start Again](#)
[Back to Portal](#)
[Return to Logon](#)

Your credentials will be sent over a secure connection.

After entering the One Time Password, you will then be prompted to change your password. Password criteria will be displayed.

You are required to change your password.

Default Domain Policy

- Must be at least 8 characters long.
- Must be no longer than 127 characters.
- Must be changed within 90 days.

Must pass at least 3 of the following criteria::




- At least 1 digit.
- At least 1 lower case character.
- At least 1 upper case character.
- At least 1 symbol character.

Must not contain their username.
Must not be any of their last 10 passwords.

Password Generator

Can't think of a good password? How about...

KmKr,7=A

Reset Password ➔

Your password reset has been successful.

Reset your Password

Your password has been reset.

Continue ➔