

[For Managers only] Resetting Another User's Password

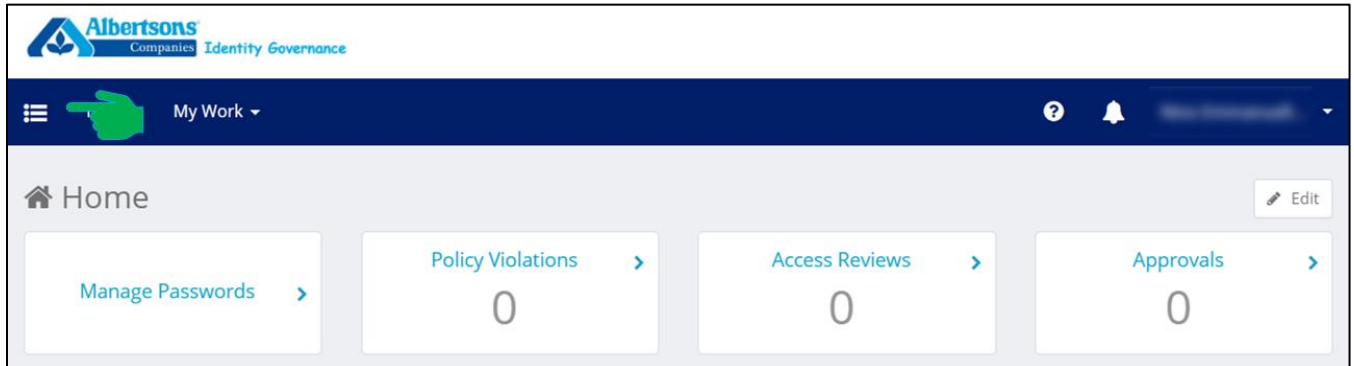
Managers can also change passwords for users' personal accounts who report under them.

The Store Manager (c90) account also has the capability to change the password for other C Accounts.

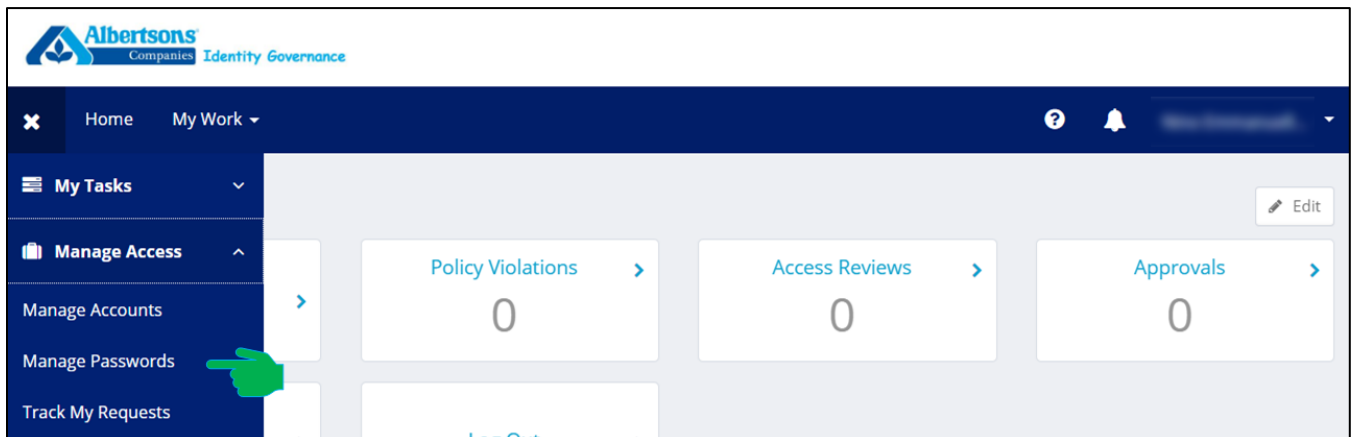
Note: The 16-character password policy does NOT apply to Store C-accounts.

Resetting Personal Accounts

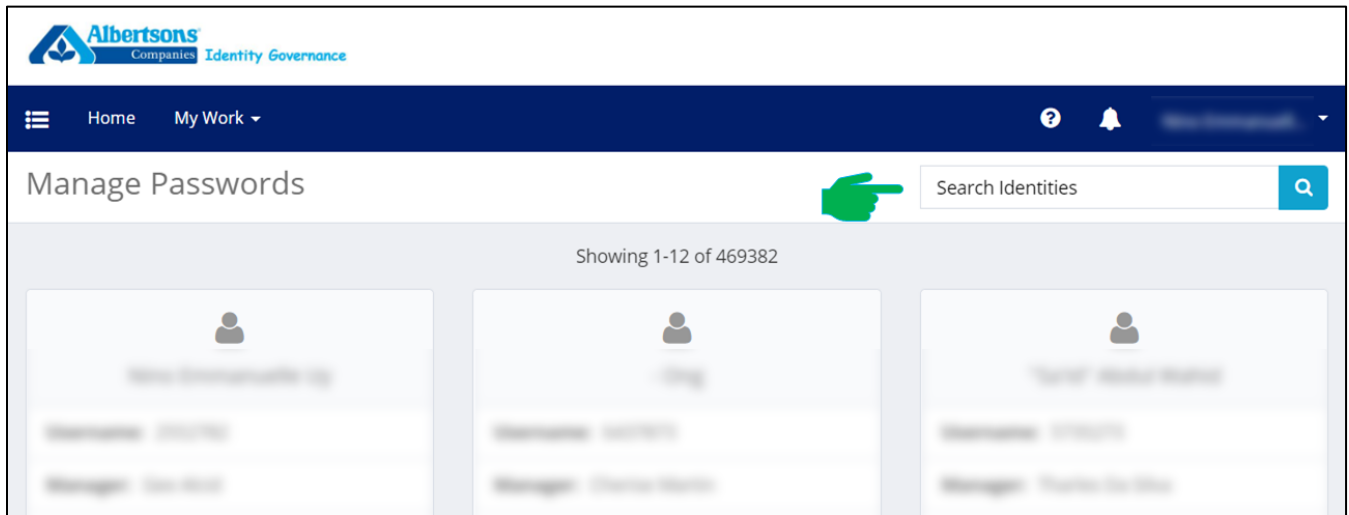
1. From the [Identity Governance Home Screen](#), click the menu button.



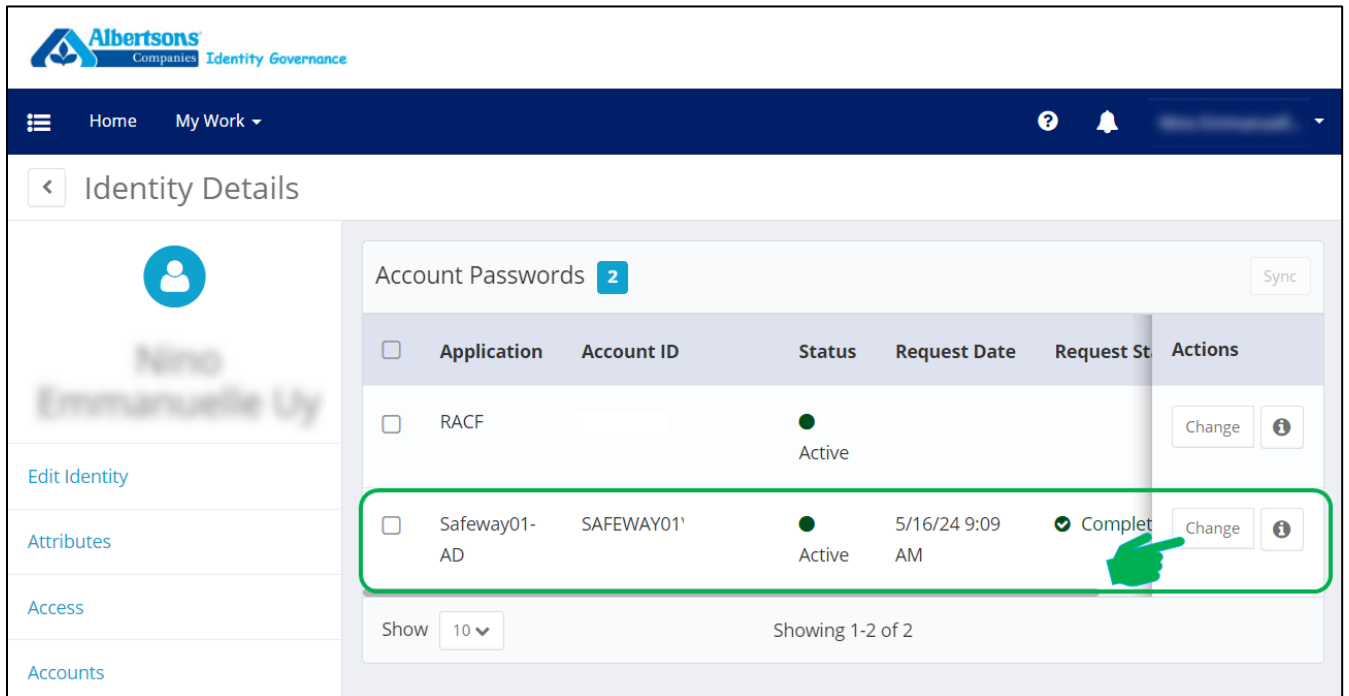
2. Click **Manage Access**, then select **Manage Passwords**.



- On the **Manage Passwords** screen, locate the user who needs the password reset then filter the account list by searching for the LDAP/Employee number on the **Search Identities** field.



- Click the **Manage** button on the account once found.
- From the **Account Passwords** Screen, click the **Change** button on the account you wish to update (**Safeway01-AD** for LDAP/Employee Number or **RACF** for Bluezone/Mainframe accounts).



6. Enter your new password in the **New Password** and **Confirm Password** fields, then click **Submit**.

Note: You can click the ? icon to see the Password Constraints.

New Password * Confirm Password *

Password Constraints ?

- Password must have at least 1 letter(s)
- Cannot reuse any of your last 10 passwords.
- Password must have at least 1 lowercase letter(s)
- Password must have at least 16 character(s)
- Password must have at least 3 character types
- Password must have at least 1 special character(s)
- Password must have at least 1 digit(s)
- Password must have at least 1 uppercase letter(s)
- Password cannot contain your display name
- Password cannot contain your account ID

7. Once Successful, **Request Status** will show that it's **Completed**.

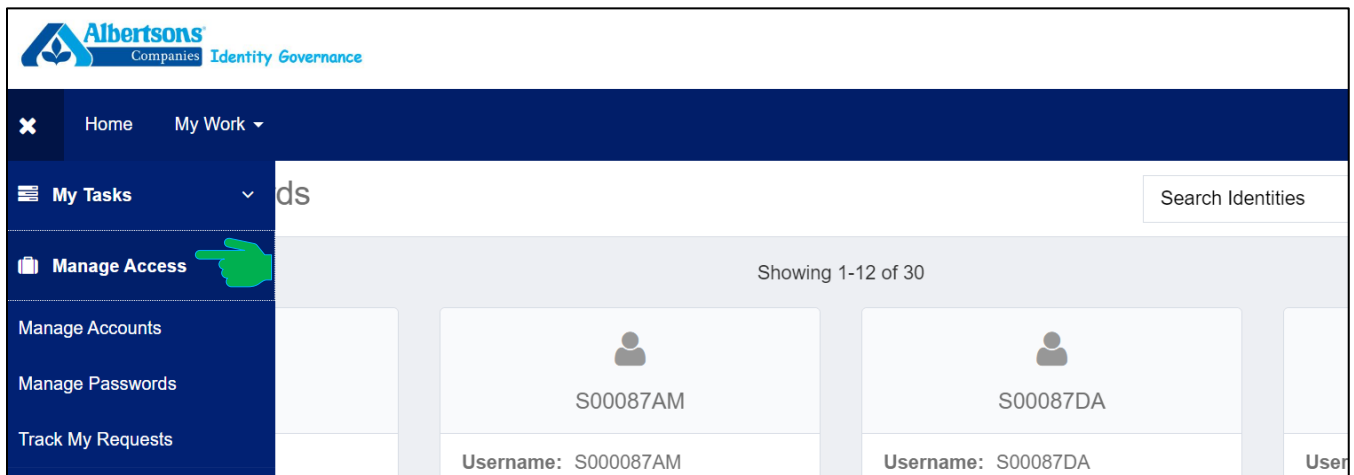
Passwords

<input type="checkbox"/>	Application	Account ID	Status	Request Date	Request Status	Actions
<input type="checkbox"/>	Safeway01-AD	[REDACTED]	● Active	5/17/24 8:46 AM	✔ Completed	<input type="button" value="Change"/> <input type="button" value="i"/>

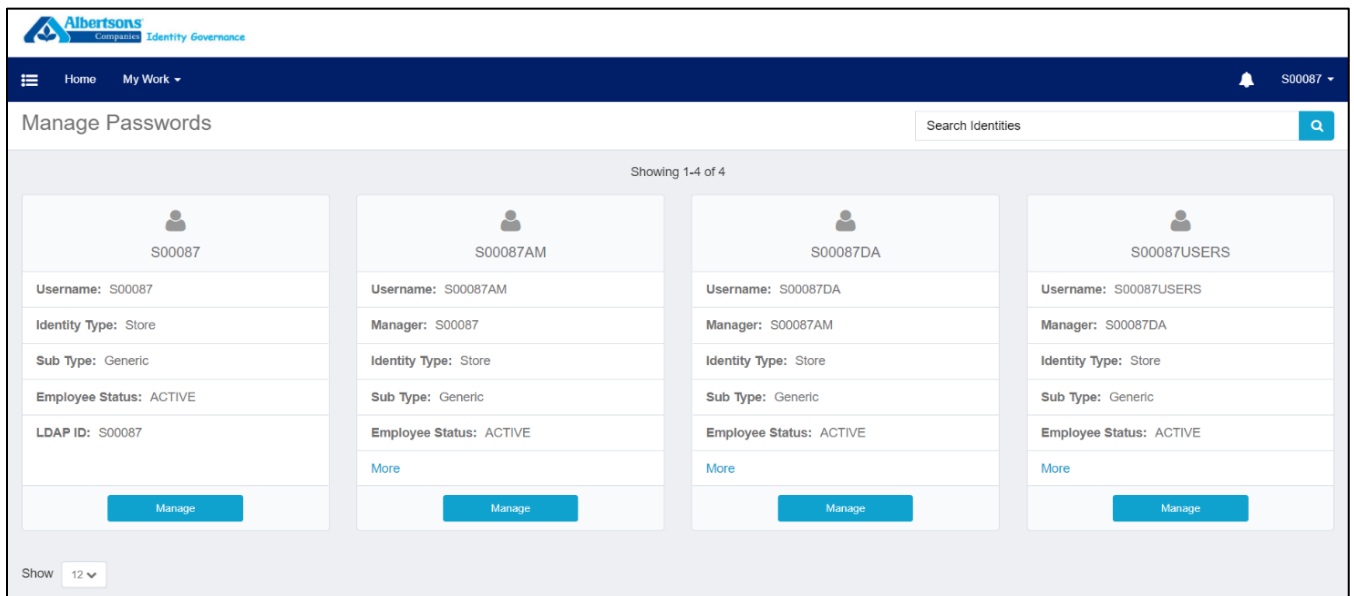
Resetting other C Accounts Using the c90 and c92 Accounts

Note: The 16-character password policy does NOT apply to Store C-Accounts.

1. From the [Albertsons Identity Governance Home Screen](#), click the hamburger menu button, click Manage Access, then select Manage Passwords.
2. On the **Manage Passwords** screen, then locate the **user group** that contains the C Account that needs the password reset.



C Accounts are categorized by **user groups**:



- a. SXXXX
- b. SXXXXAM
- c. SXXXXDA
- d. SXXXXUSERS

When selecting the C Accounts, refer to the tables below to identify which user group they belong.

(XXXX = Store Number)

SXXXX	SXXXXAM	SXXXXDA
C90	C92	C40
C91		C23
C01		C25

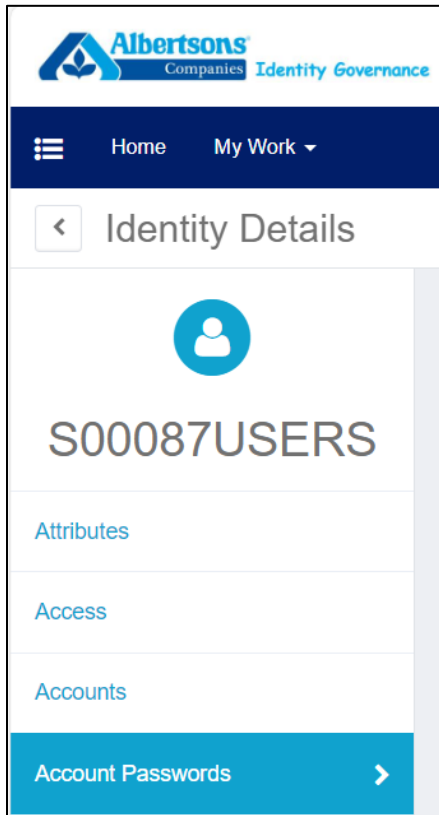
SXXXXUSERS				
C00	C14	C27	C34	C41
C02	C20	C29	C35	C50
C10	C21	C30	C36	C60
C11	C22	C31	C37	
C12	C24	C32	C38	
C13	C26	C33	C39	

- Click the **Manage** button on the user group once identified. For this user guide, we will be resetting the c22 password.

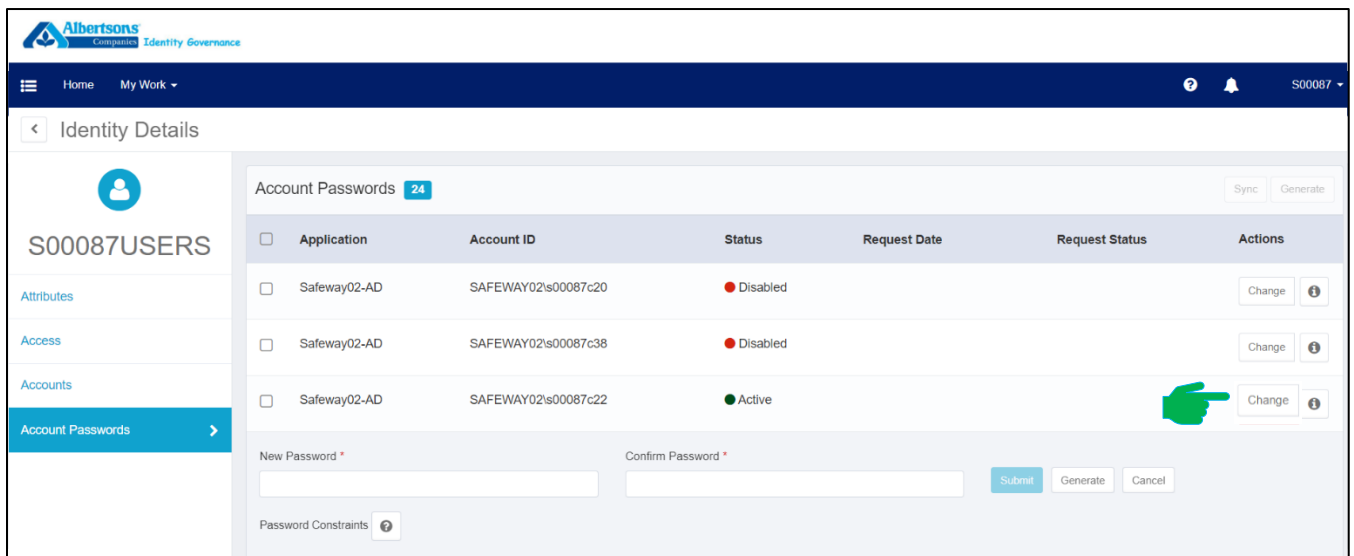
The screenshot displays the 'Manage Passwords' interface. At the top, there is a search bar labeled 'Search Identities'. Below it, a list of identities is shown, with 'Showing 1-12 of 30' displayed. Each identity card includes a person icon, a username, and several attributes: Identity Type, Sub Type, and Employee Status. A 'More' link is present below each card, and a blue 'Manage' button is at the bottom of each. A green hand icon points to the 'Manage' button for the identity with Username 'S00087USERS'.

Identity ID	Username	Manager	Identity Type	Sub Type	Employee Status
S00087	S00087		Store	Generic	ACTIVE
S00087AM	S00087AM	S00087	Store	Generic	ACTIVE
S00087DA	S00087DA	S00087AM	Store	Generic	ACTIVE
S00087USERS	S00087USERS	S00087DA	Store	Generic	ACTIVE

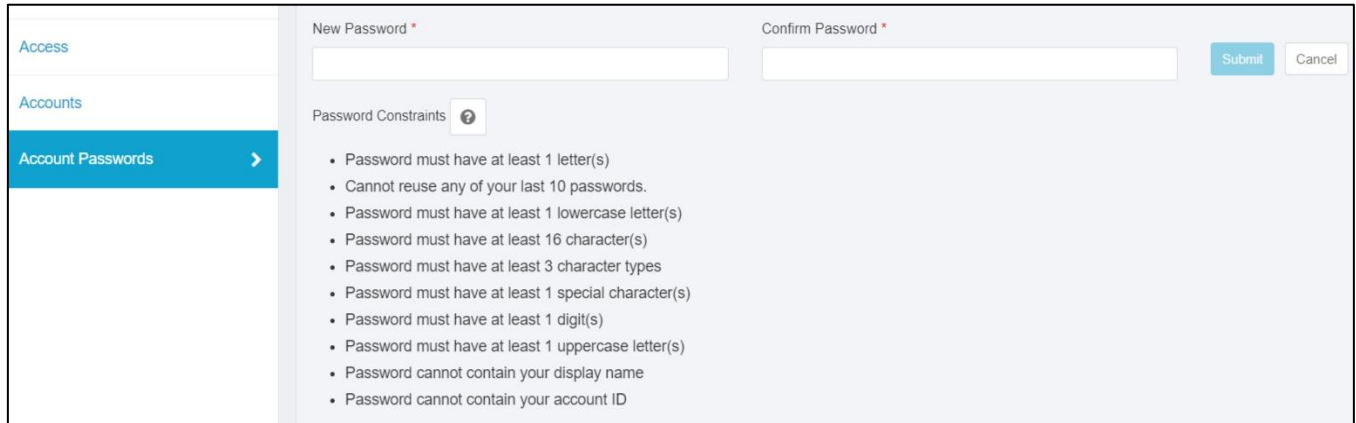
- Click the **Account Passwords** tab.



- From the Account Passwords Screen, locate the C Account under the **Account ID** column then click the **Change** button on the account you wish to change the password.



6. Enter your new password in the **New Password** and **Confirm Password** fields, then click **Submit**.

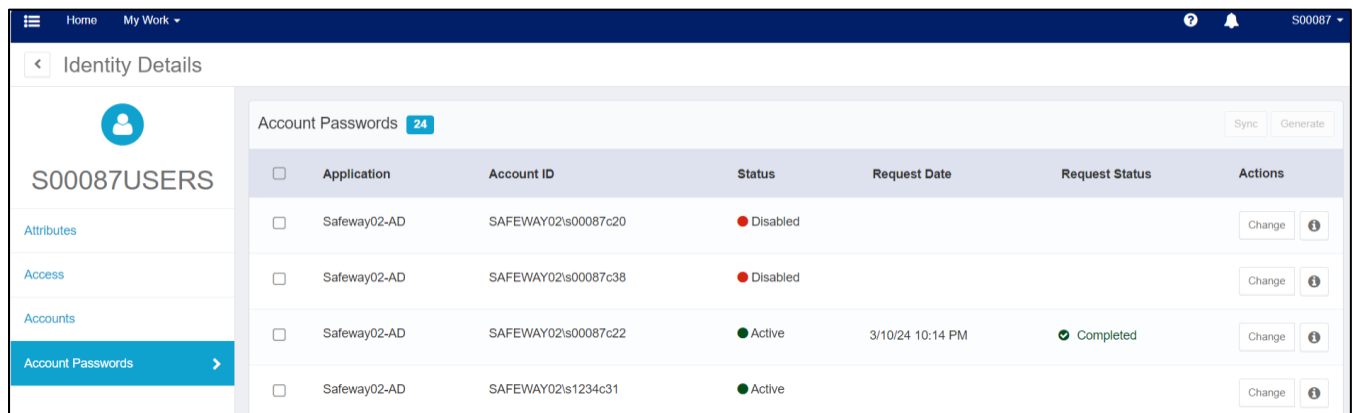


New Password * Confirm Password * Submit Cancel

Password Constraints ?

- Password must have at least 1 letter(s)
- Cannot reuse any of your last 10 passwords.
- Password must have at least 1 lowercase letter(s)
- Password must have at least 16 character(s)
- Password must have at least 3 character types
- Password must have at least 1 special character(s)
- Password must have at least 1 digit(s)
- Password must have at least 1 uppercase letter(s)
- Password cannot contain your display name
- Password cannot contain your account ID

7. Once Successful, **Request Status** will show that it's **Completed**.



Identity Details S00087

Account Passwords 24 Sync Generate

<input type="checkbox"/>	Application	Account ID	Status	Request Date	Request Status	Actions
<input type="checkbox"/>	Safeway02-AD	SAFEWAY02\s00087c20	● Disabled			Change ?
<input type="checkbox"/>	Safeway02-AD	SAFEWAY02\s00087c38	● Disabled			Change ?
<input type="checkbox"/>	Safeway02-AD	SAFEWAY02\s00087c22	● Active	3/10/24 10:14 PM	● Completed	Change ?
<input type="checkbox"/>	Safeway02-AD	SAFEWAY02\s1234c31	● Active			Change ?