

### OVERVIEW

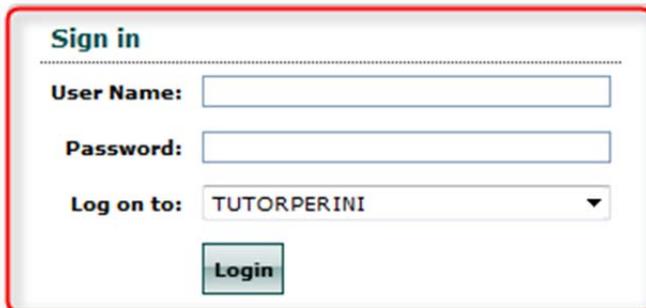
The TutorPerini Password Reset Portal:

### PREREQUISITES

- Enroll for password self-service via the TutorPerini Password Reset Portal or enrollment email
- Enter Security Questions and Answers
- Current, valid domain username and password

### ENROLLMENT PROCEDURE

1. Browse to <https://reset.tutorperini.com>
2. Log into the portal using you current windows credentials



The screenshot shows a 'Sign in' form with a red border. It contains the following fields: 'User Name:' with a text input box, 'Password:' with a text input box, and 'Log on to:' with a dropdown menu showing 'TUTORPERINI'. Below these fields is a 'Login' button.



#### Reset Password

Reset your forgotten password



#### Unlock Account

Unlock your locked out account

3. Select **Click Here** to go to **Enrollment** tab

**Welcome! This portal offers you the power of password self-service!**



- Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!
- Self-service Account Unlock: Unlock the computer, when you are locked out of it.
- Self-service Directory Update: Update the changes in contact details yourself! And more..

**Enroll now to enjoy these benefits!** [Click Here](#)



4. Answer security questions and then click **Enroll**.

This information will be used to identify you in the event that you need to perform a password reset or unlock your account via the TutorPerini Password Reset Portal. This information is required so that the Portal can correctly verify the identity of the person resetting or unlocking their account.

**Security Que & Ans**

**Length Specification**

- The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters

**Register Your Security Que & Ans**

Que: \* The country you always dreamt of vacationing in ?

Que: \* Who is your childhood hero ?

Que: \* What was your favourite cartoon character during your childhood ?

Que: \* What is the color of your car?

Hide Answer(s)

 **Enroll**

## Using the Password Reset Portal

There are two available options for you to reset your Password or Unlock your Account

### Option 1. From your workstation via the CTRL+ALT+DEL Screen

Select the Reset/ Unlock Account button from the CTRL+ALT+DEL screen as shown below.

Login Style Examples:

Windows 7



Windows XP



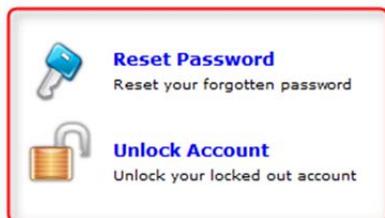
After clicking on **Reset Password/Unlock Account**, a new window will launch. It may take 10 to 20 seconds for the icons to appear in the window. Select either **Reset Password** or **Unlock Account**.



### Option 2. From Your Web Browser

Go to: <https://reset.tutorperini.com>

Select **Reset Password** or **Unlock Account**

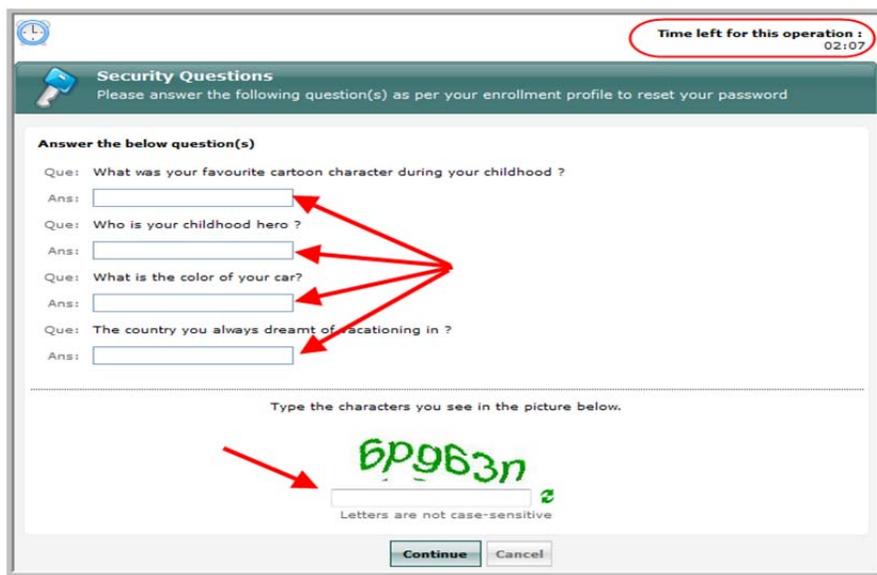
A web browser sign-in form with the title 'Sign in'. It contains three input fields: 'User Name:', 'Password:', and 'Log on to:' (a dropdown menu with 'TUTORPERINI' selected). Below the fields is a 'Login' button.

## Logging into the Password Reset Portal

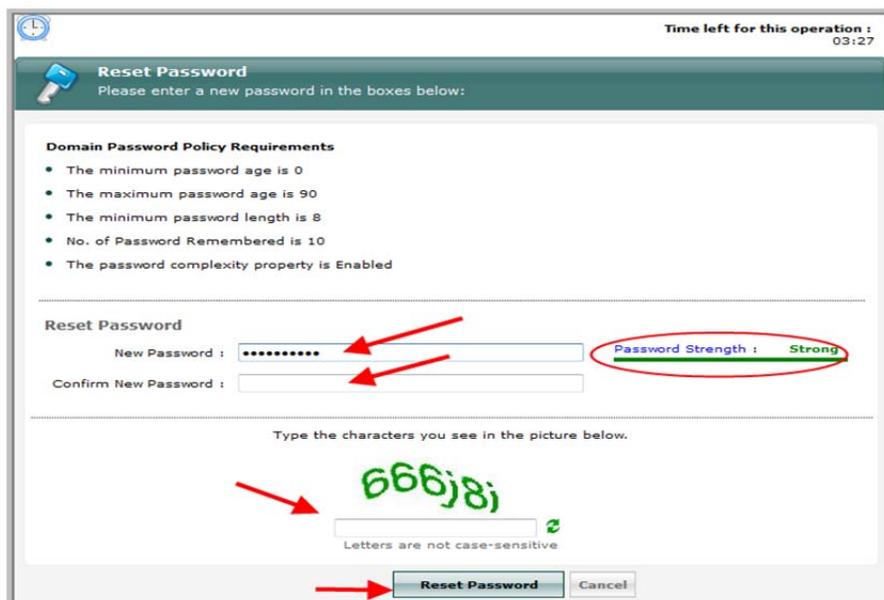
At the next screen enter your Tutor Perini Domain User Name, e.g. John.Doe. The Domain Name will display TUTORPERINI.



Answer the security questions that you answered during the enrollment process. Before clicking **Continue**, enter the characters you see in the picture. **Note:** A session time clock will count down and expire session.



Type in **New Password** and **Confirm New Password**, the **Characters you see** and then click on **Reset Password**.



## **Password Complexity Requirements**

Please select a high complexity password as required by the Tutor Perini Corporation Information Technology Security standards.

Criteria as follows:

- You must create a new, unique password:
- You cannot re-use previous passwords
- The password cannot contain your name
- The password must be at least 8 characters long
- The password must contain a combination of 3 out of these 4 character types:
- Uppercase (ABC)
- Lowercase (abc)
- Number (123)
- Special Characters (&\*#)

As you input your password the Password Strength Analyzer will visually display the strength of the password configured. This feature aides you in selecting a strong password to protect your account.