

# Lumberton Township School District

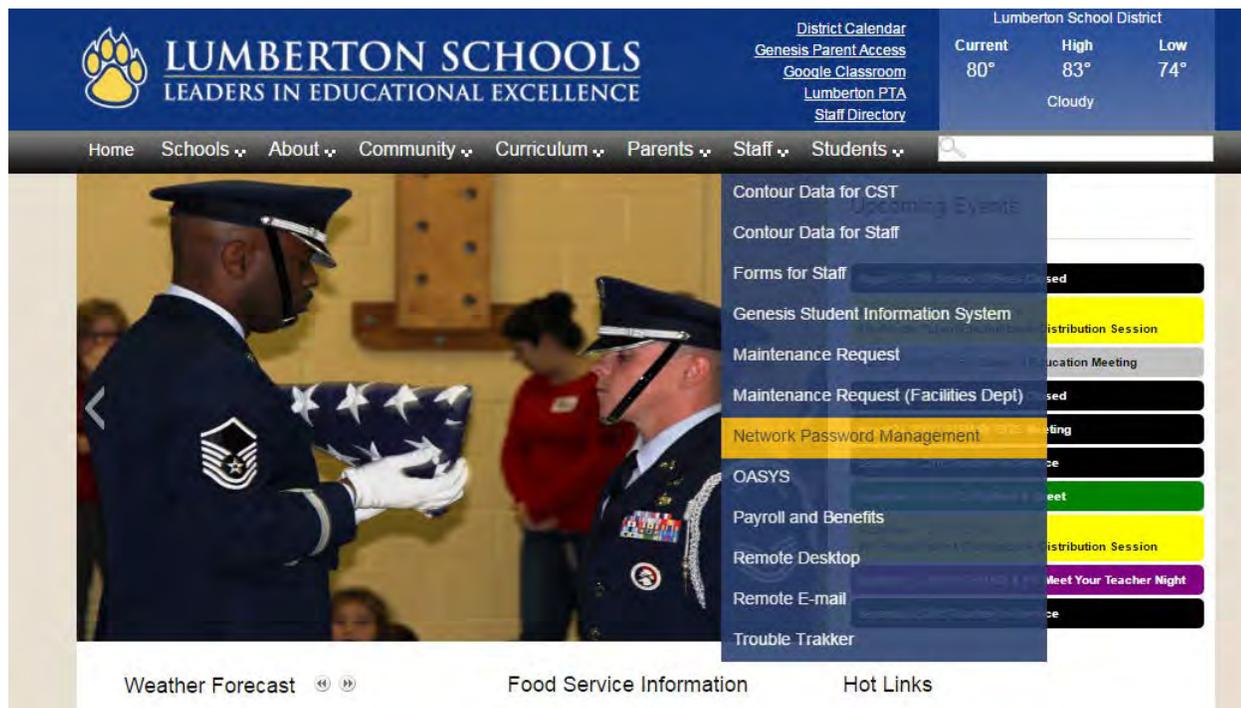
## Password Management Utility

AKA “I forgot my password”



Revised Fall 2016  
ML, JT and TW

Lumberton Township School District users still have the ability to manage their own passwords (since 2012!!). On the school district web site (<http://www.lumberton.k12.nj.us>), select network password management from the staff pull-down menu.



The following page will appear:

## Network Password Management

Welcome to the new self-service network password management tool.

**Important** - You will need to setup a profile before you can use the system. So, please take a moment to setup your profile while you still know your current password.

### Creating your profile

To get started, please click on this link <https://lumberton.cloudpmu.net/> and then click on the Create / Edit My Profile section.

You will need to enter your current network credentials (username & password) and then click on Logon.

Create your profile by setting your 3 security questions and then click on Update.

If you successfully created your profile, you will see a confirmation message telling you so.

### Get the APP

[Google Play](#)

[App Store](#)

### Unlock, Change, or Reset Your Password (Profile must have already been created!)

If you have created a profile, you may now use this section to unlock your account, change and/or reset your password.

Click on this link <https://lumberton.cloudpmu.net/> and then select the option that you wish to use.

You will be prompted to answer your 3 security questions to gain self-service access to manage your network account.

Step one is to create your profile. Click on the <https://lumberton.cloudpmu.net/> link.

Click on the Create/Edit Profile link.



**Create/Edit Profile**

Use this link to manage your profile questions.



**Reset Password**

Use this link if you forgot your password and want to reset your password.

You will be prompted to enter your username and password. If you do not remember your username and password when you are creating your profile, you will be unable to continue until Mr. Mark Leung resets it for you. Please put in a Trouble Ticket (<http://ww1.k12usa.com/login/>) for a password reset request. That is why it is very important that you create your profile now, while you know your password, so when the time comes you will be ready to use this tool.



**Please logon to create/edit your profile.**

Organization Name:	<input type="text" value="Lumberton School District"/>
User Name:	<input type="text" value="twilkinson"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Logon"/> <input type="button" value="Cancel"/>	

You will be redirected to the following screen:



**Answer these questions to complete your profile.**

Select a Question from the list.

Question:

Answer:

---

Select a Question from the list.

Question:

Answer:

---

Enter your own Question.

Question:

Answer:

---

Recovery Email:

Select two questions from the list and type in the corresponding answers. Create a third question and type in the corresponding answer.

Recovery e-mail is a backup e-mail address. It is not required, but it's a good idea to fill this in. Use a secondary / personal account for this. If the user enters an e-mail address in that field, a PMU administrator has the ability to reset that user's password and send a new password to that recovery e-mail right from the admin console.

Then click on the "Update" button.

The following screen will appear. Click on the “Home” button.



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**Your profile updated successfully.** Go to [Home](#)

Redirecting to home page in 3 seconds.



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Once you have created a profile, you now have the ability to unlock, change or reset your password from ANY DEVICE with internet access (HOME or AT SCHOOL) at ANY TIME.

You can get the PMU app, by searching for “Password Management Utility” within the App Store or Google play.

[Google Play](#)

(<https://play.google.com/store/apps/details?id=com.pmu&hl=en>)

[App Store](#)

(<https://itunes.apple.com/in/app/password-management-utility/id646512899?mt=8>)

This is what the app looks like after installing it:



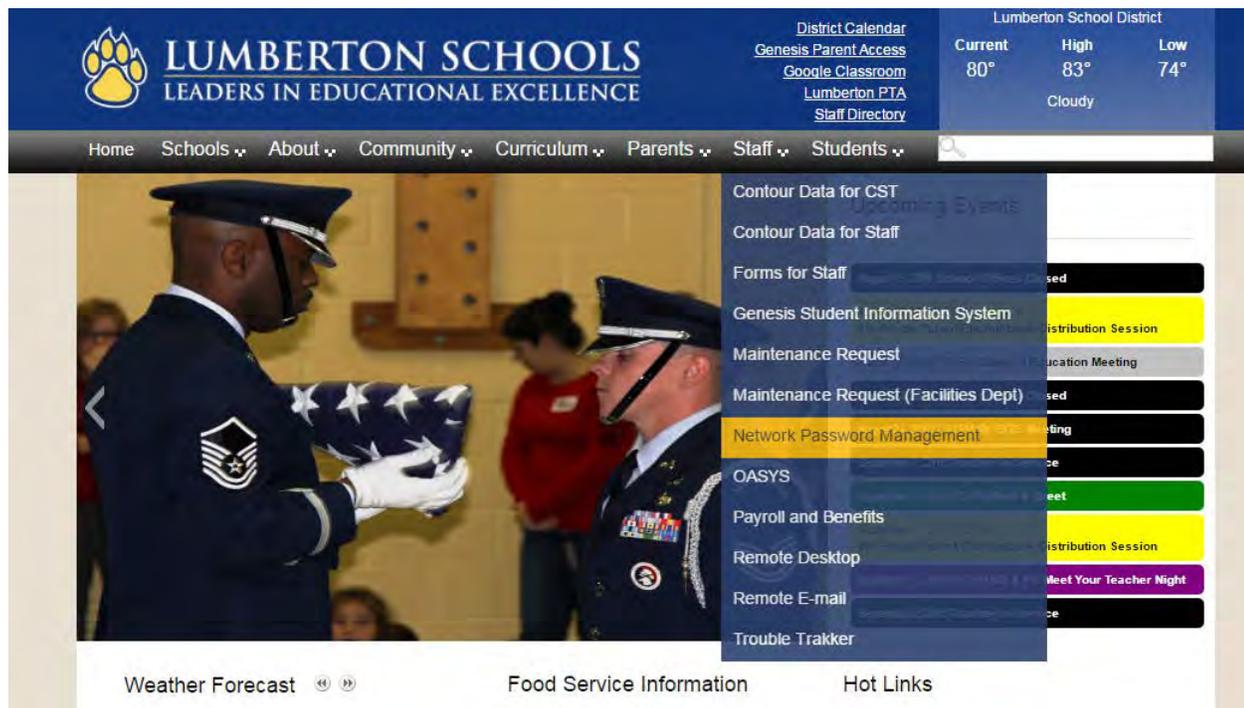
When prompted, the host URL is <https://lumberton.cloudpmu.net/>

This will need to be manually typed in for the app to work.

There are several ways to get back to and access the MyPassword Self-Management Tool if you want to

- Edit your profile
- Reset your password
- Unlock your account
- Change your password

Go to our district website <http://www.lumberton.k12.nj.us> and select “Network Password Management” from the “Staff” pull-down menu.



This can be done on any computer or device with internet access.

You can also use the previously mentioned app that you have downloaded onto your phone or other mobile device.

Both methods take you back to the screen where you can self-manage your network account:

- Edit your profile
- Reset your password
- Unlock your account
- Change your password

This next section will cover the scenario where you **know** your current password, but you'd like to **change** it for whatever reason. Click on the "Change Password" link below.



 **[Create/Edit Profile](#)**  
Use this link to manage your profile questions.

 **[Reset Password](#)**  
Use this link if you forgot your password and want to reset your password.

 **[Unlock Account](#)**  
Use this link to unlock your account.

 **[Change Password](#)**  
Use this link if you want to change your password and know your username and password.

[Close Browser](#)

Then enter your current network credentials (username & password) and click on the "Logon" button.

**Please logon to change your password.**

Organization Name:	<input type="text" value="Lumberton School District"/>
User Name:	<input type="text" value="twilkinson"/>
Password:	<input type="password" value="....."/>

[Logon](#) [Cancel](#)

The following screen will appear.



**Please type in your new password.**

This domain has a password requirement policy. Your password must contain the following. 1) Minimum length of 8 characters. 2) Minimum of 1 numeric character. 3) Minimum of 1 symbolic character. 4) Upper and Lower case characters. 5) You can't use any part of your username in the password.

New Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
<input type="button" value="Change Password"/> <input type="button" value="Cancel"/>	

Please note the password requirements:

Your password must contain the following

1. Minimum length of 8 characters
2. Minimum of 1 numeric character
3. Minimum of 1 symbolic character
4. Upper and Lower case characters
5. You can't use any part of your username in the password

Type your new password twice.

Once in the New Password field and again in the Confirm Password field.

The goal is to get a strong password ...



**Please type in your new password.**

This domain has a password requirement policy. Your password must contain the following. 1) Minimum length of 8 characters. 2) Minimum of 1 numeric character. 3) Minimum of 1 symbolic character. 4) Upper and Lower case characters. 5) You can't use any part of your username in the password.

New Password:	<input type="password" value="*****"/>	<input type="checkbox"/>
Confirm Password:	<input type="password" value="*****"/>	<input checked="" type="checkbox"/> Strong password!
<input type="button" value="Change Password"/> <input type="button" value="Cancel"/>		

After changing your password, the following screen will appear:



**Your password changed successfully. Go to [Home](#)**

Redirecting to home page in 5 seconds.

This next section will cover the scenario where you have **forgotten your current password and need to reset it.** Click on the “Reset Password” link below:



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 **[Create/Edit Profile](#)**  
Use this link to manage your profile questions.

 **[Reset Password](#)**  
Use this link if you forgot your password and want to reset your password.

 **[Unlock Account](#)**  
Use this link to unlock your account.

 **[Change Password](#)**  
Use this link if you want to change your password and know your username and password.

[Close Browser](#)

Type in your username and then click on the “Logon” button.



Please logon to reset your password.

Organization Name:	<input type="text" value="Lumberton School District"/>
User Name:	<input type="text" value="twilkinson"/>
<input type="button" value="Logon"/> <input type="button" value="Cancel"/>	

At this point, you will need to know the answers to your 3 security questions you previously setup in your profile.



**Answer these questions to reset your password.**

Question: What is your favorite food?

Answer:

If you have forgotten any of your 3 security questions, you will not be able to reset your password on your own. You will need to contact the district IT department for assistance.

Once you enter the correct answers to your 3 security questions, you will be taken to the screens seen in the previous section of the guide.



**Please type in your new password.**

This domain has a password requirement policy. Your password must contain the following. 1) Minimum length of 8 characters. 2) Minimum of 1 numeric character. 3) Minimum of 1 symbolic character. 4) Upper and Lower case characters. 5) You can't use any part of your username in the password.

New Password:

Confirm Password:  Strong password!

After changing your password, the following screen will appear:

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Your password changed successfully. Go to [Home](#)

Redirecting to home page in 5 seconds.

This next section will cover the scenario where you know your password but you've locked yourself out. Click on the “Unlock Account” link below:



**Create/Edit Profile**

Use this link to manage your profile questions.



**Reset Password**

Use this link if you forgot your password and want to reset your password.



**Unlock Account**

Use this link to unlock your account.



**Change Password**

Use this link if you want to change your password and know your username and password.

Type in your username and then click on the “Logon” button.



**Please logon to unlock your account.**

<b>Organization Name:</b>	<input type="text" value="Lumberton School District"/>
<b>User Name:</b>	<input type="text" value="User Name"/>
<input type="button" value="Logon"/> <input type="button" value="Cancel"/>	

You will need to answer your three security questions to unlock your account.

This next section will cover the scenario where you want to edit/update your profile. You will need to know your current password to complete this section. Click on the “Edit my Profile” link below:



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 **[Create/Edit Profile](#)**  
Use this link to manage your profile questions.

 **[Reset Password](#)**  
Use this link if you forgot your password and want to reset your password.

 **[Unlock Account](#)**  
Use this link to unlock your account.

 **[Change Password](#)**  
Use this link if you want to change your password and know your username and password.

[Close Browser](#)

Then enter your current network credentials (username & password) and click on the “Logon” button.

The following screen will appear, which is just like what we did at the beginning of the guide:



**Answer these questions to complete your profile.**

Select a Question from the list.

Question:

Answer:

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Select a Question from the list.

Question:

Answer:

---

Enter your own Question.

Question:

Answer:

---

Recovery Email:



**Trouble Trakker** password look-ups / resets are slightly different.

Select Trouble Trakker from the staff pull-down menu on the district web site.

Go to the login page if it does not appear. Click on the link called Password lookup.

Enter your Username and Password to log into our Web Services

State / Country: --Select a State--

District: --Select your state or country first--

Username:

Password:

Remember my ID on this computer  
(This option is not allowed for students and/or may be disabled by your district)

Login

[Password lookup](#)

The following screen will appear after selecting your state and school district:

[Click here for Help](#)

Enter your Username to retrieve your lost password

State: **New Jersey** ([change](#))

District: **Lumberton Township** ([change](#))

Username:

Submit Request

Your password will be mailed to your primary email address. If this address is a webmail account, your administrator will be notified to change your password.

Type in your username and then click on the “submit request” button. Your Trouble Trakker password will be e-mailed to your school e-mail account.

Once you receive your password via e-mail, log into Trouble Trakker. You have the ability to change your password using the “Change Password” link at the top right corner of the page.

Welcome to K12TroubleTrakker

Lumberton Township Active User: Tom Wilkinson

Help **Change Password** Send Memo Suggestions & Questions

**K12 TROUBLETRAKKER**

- Welcome
  - [Report a Problem](#)
  - [Write a Work Report](#)
  - [See Unsolved Problems](#)
  - [See Solved Problems](#)
  - [See Unassigned Problems](#)
- View Other Reports
- Technician Tasks
- Manage Technicians
- Setup Tools
- Log Off

**Welcome**

Welcome to K12TroubleTrakker, a web-based solution for tracking maintenance issues.

**Getting Started**

First time user? [Click here](#) to get started.

**We want to help**

Data entry is no fun but we can help! [Click here](#) to find out how.