

Guideline: Account Unlock and Password Reset portal



You can reset your KSAU-HS account password by following two steps.

A. Complete the registration process at **Registration Portal**

B. Account Unlock/Password Reset from **Reset Portal**

Visit KSAU-HS **E-Services** at <https://ksau-hs.edu.sa/english/pages/e-services.aspx>

Password Reset and User Unlock Registration (Beta)
Description KSAU-HS Password Reset and Account Unlock Registration System (Beta) is a service that
Audience Student, Staff, Faculty

1. Click on **User Link**

Sign in to access this site
Authorisation required by https://mim.ksau-hs.edu.sa
its@ksau-hs.edu.sa
.....
OK Cancel

2. Sign with KSAU-HS **email address** and **Password**

Next

3. Click **Next** to begin the registration process.

4. Enter your current **Password**, then click **Next**

Password:
.....
Next Cancel

5. Enter your **Mobile Phone Number**. If you ever need to reset your password, a verification code will be sent to your mobile phone, then click **Next**

Mobile Phone:
966777888999
Add your mobile number in 966xxxxxxx format, don't add 00 (zero's) and +966 (plus), The mobile phone number is stored by your organization in Forefront Identity Manager.
Next Cancel

6. Registration process completed successfully

Completed: You are now registered



If you ever need to reset your password:

1. Go to the reset password portal
2. Verify your identity
3. Choose your new password

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B. Account Unlock/Password Reset from **Reset Portal**

Visit KSAU-HS **E-Services** at <https://ksau-hs.edu.sa/english/pages/e-services.aspx>

Password Reset and User Unlock Portal (Beta)

Description KSAU-HS Password Reset and Account Unlock Portal System (Beta) is a service that allow the

Audience Student, Staff, Faculty

1. Click on **User Link**

Please enter your user name below

Examples:
KSUHS\username
username@ksau-hs.edu.sa

Next

2. Enter KSAU-HS **email address** then click **Next**

3. Enter the Security Code in **Step 4** from your message (Received via SMS)

KSAU-HS-ITS
Your security code is 620932

4. Enter the **Security Code** then click **Next**

Security Code:

Next **Cancel**

5. For Password Reset, enter a **New password** and **Re-enter the password** then click **Next**

Login Assistant You were successfully authenticated.

Account Unlock: Keep Your Current Password

Password Reset: Choose Your New Password and Unlock Your Account

(Resetting password for its@ksau-hs.edu.sa)

Enter a new password:

Re-enter the password:

Next **Cancel**

7. For Account Unlock, select **Account Unlock** then click **Next**

Login Assistant You were successfully authenticated.

Account Unlock: Keep Your Current Password

Password Reset: Choose Your New Password and Unlock Your Account

Next **Cancel**

6. You can now use your new password to log in

8. You successfully unlocked your account. It may take a few minutes before you are able to login again.