

How to: **Reset Passwords:**

This step-by-step guidance provides information on how to:

1. Reset your own Online Reporting System Password;
2. Reset the Online Reporting System Password for another user's account.

Part 1: Reset your own Online Reporting System Password:

To reset the password please complete the following steps:

- i. On the *ONR Log In Page*, click the '**Forgot Password**' button on the left of the screen as indicated in figure 1.1.

The screenshot shows the 'Online Reporting System' login interface. At the top left is the Central Bank of Ireland logo and name. The main heading is 'Online Reporting System'. Below this is a 'Login to Online Reporting' section with three input fields: 'Institution Code', 'Login Name', and 'Password', and a 'Login' button. A red callout box with the text 'Click Forgot Password' points to a button on the left side of the page. The left sidebar contains 'Login Instructions' and a 'Central Bank Website' link. The footer includes copyright information and a 'Contact Us' link.

Figure 1.1

- ii. When prompted, enter your Institution Code and Login-Name and Click '**Submit**' as seen in figure 1.2

The screenshot shows the 'Online Reporting System' interface. At the top left is the Central Bank of Ireland logo and name in Irish and English, along with 'Eurosystem'. The main header is 'Online Reporting System'. On the left, there is a sidebar with 'Password Reset Request Instructions' and a 'Central Bank Website' link. The main content area is titled 'Please enter your Institution Code and Login Name' and contains two input fields: 'Institution Code:' and 'Login Name:', followed by a 'Submit' button. The footer contains copyright information for 2010 and links for 'Conditions Of Use' and 'Privacy Statement', along with a 'Contact Us' link.

Figure 1.2

- iii. Once the Central Bank receives the request, an e-mail like the one displayed in figure 1.3 is sent to your registered e-mail address. Depending on when the password reset request is received by the Bank, this e-mail will be sent on the same working day, or early the following working day. Please check your inbox and click on the link provided. If no e-mail is received please contact your Firm/System Administrator. Please note that for security purposes this link will expire in 60 minutes.

Dear Sir/Madam,

To proceed to the next step in the process of resetting your password please open this address in your browser:
<https://test.onlinereporting.cbfsai.ie/SelfServicePasswordReset?token=ae75340e-95cc-48aa-b42f-230701742037>

Details of your account:
 Institution Code: C99002
 Login Name: johalloran

Regards,
 Central Bank of Ireland

Figure 1.3

- iv. When you click on the link, you will then be prompted to provide the correct answers to your secret questions. Once done, click '**Submit**' as shown in figure 1.4. Please contact the Central Bank if you do not remember the correct answers.

Figure 1.4

- v. Enter a new password and click **'Change'**. You will have successfully changed your password.

Part 2: Reset the Online Reporting System Password for another user's account:

To reset the password please complete the following steps:

- i. To carry out this operation, you need to be a Business Administrator or Firm/System Administrator. Once you have logged in, on the Home Page click **'Manage User Accounts'**. (shown in figure 2.1).

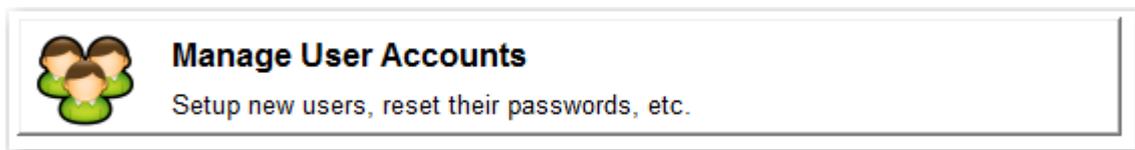


Figure 2.1

- ii. The *User Accounts* page appears. Click the **'Reset User Password'** icon to the right of the name of the user whose password you wish to reset, as shown in figure 2.2.

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C99002: RTD Test Institution 2 Logout

Julia O Halloran

Home Administration Users

Users

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

RTD Test Institution 2 User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change				
areynolds	Anthony Reynolds	User	No	07-Nov-2012 (17:00)	07-Nov-2012 (17:02)				
johalloran	Julia O Halloran	Administrator	Yes	12-Nov-2012 (19:00)	12-Nov-2012 (18:05)				
johalloran2	Julia O'Halloran	Business Administrator	No	09-Nov-2012 (09:55)	09-Nov-2012 (09:58)				
prichardson1	Paul Richardson1	User	No	08-Nov-2012 (12:36)	08-Nov-2012 (12:36)				
prichardson2	Paul Richardson2	Business Administrator	No	08-Nov-2012 (16:01)	08-Nov-2012 (16:00)				
prichardson3	Paul Richardson3	User	No	09-Nov-2012 (12:03)	09-Nov-2012 (11:59)				
prichardson4	Paul Richardson4	User	No	12-Nov-2012 (09:11)	12-Nov-2012 (09:31)				
prichardson5	Paul Richardson5	User	No	12-Nov-2012 (17:28)	12-Nov-2012 (17:26)				

[Add User](#)

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Figure 2.2

- iii. The *Reset Password* confirmation screen appears, as shown in figure 2.3. Enter and confirm a new temporary password and click **'Reset'** (or click **'Cancel'** to return to the previous screen without changing the password).

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Home Administration Users areynolds Reset Password

Reset Password

You can reset someone's password if they forget what it is.

They will need to change this password as soon as they log in to the system again.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

Reset Password For 'Anthony Reynolds'

Enter New Password:

Confirm New Password:

[What is a strong password?](#)

[Reset](#) [Cancel](#)

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Figure 2.3

- iv. Once a User's password is reset, he/she will be sent a verification code. This verification code will be sent to the email address provided in *My Profile* as seen in figure 2.4.
- In the interests of security, new temporary passwords and authentication codes should not be communicated via e-mail if the User uses a shared mailbox.***

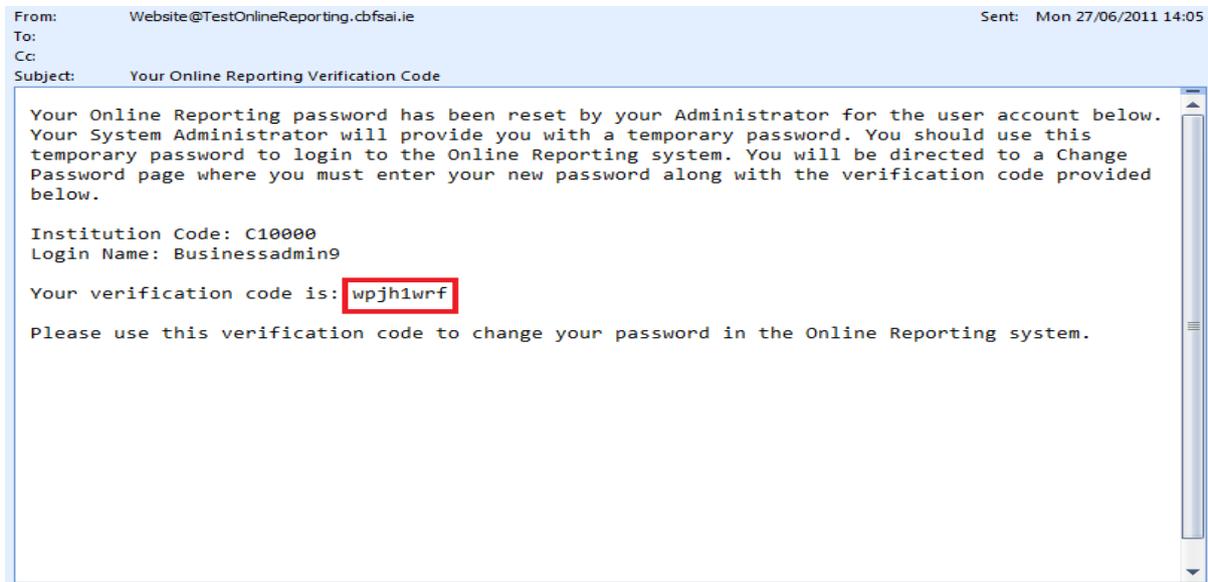


Figure 2.4

- v. When the User next logs into the Online Reporting System, he will be prompted to enter the new temporary password as set by the Firm/System Administrator. Once this has been done, the User will then be prompted to enter and confirm a new password of their choice. The User will also be required to enter his verification code at this stage. Once the verification code has been entered and the new password selected, click 'Change', as shown in figure 2.5. The User will have successfully changed their password.

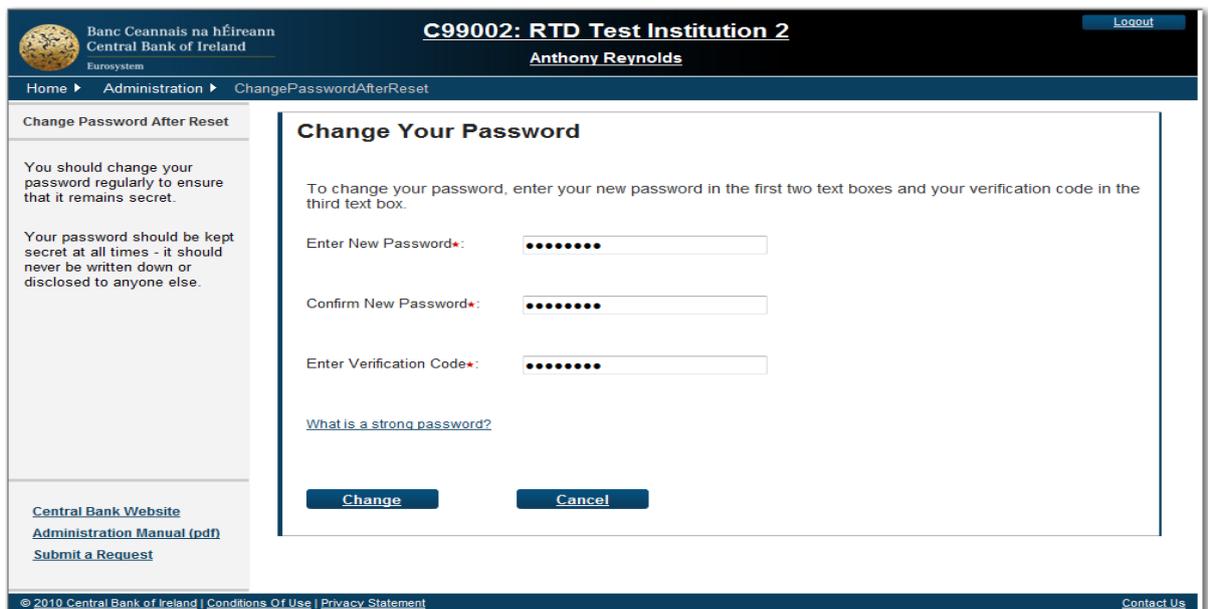


Figure 2.5