

A Step-by-Step Guide for Students, Faculty and Staff

At a Glance

The Only 1 Password Reset System enables you to access various university systems with the same username and password. This guide will walk you through the process of setting your password for the first time, as well as, resetting your password as needed.

How to Use Only 1

Perform the following steps to set or change your password in Only 1:

- 1. Open the Only 1 website at the following address: http://only1.fhu.edu.
- 2. Enter your *username*, your *date of birth*, and the *last four digits of your social security number*.
- 3. Click the *Verify My Account* button to verify your account.

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Only 1 Password Reset System For students, faculty and staff to reset their account password.		
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Username:	Instructions: Please fill in all fields to set your password.	
DOB (MM/DD/YYYY):	Your Username is the first portion of your FHU email address (e.g. john.smith).	
Last 4 Digits of SSN:	Please enter the Last Four Digits of your SSN for account verification.	
	Have Questions? Contact the HelpDesk at x6111 (731-989-6111 off-campus).	
Verify My Account		



- 4. Enter and confirm your new password.
- 5. Click the *Update My Password* button to update your password.

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Enter Your New Password:	Instructions: Your new password must meet a few requirements. Your new password: must be 8-12 characters in length can contain Letters can contain Letters can contain Special Characters: l@#\$%^+= cannot be one of your last 6 passwords	
Update My Password	Have Questions? Contact the HelpDesk at x6111 (731-989-6111 off-campus).	

You will receive a *green* notification if your password reset successfully. Should you receive a *red* notification, please try the reset process again and contact the HelpDesk if you still experience problems.

Additional Assistance

For additional assistance, please contact the HelpDesk at <u>http://helpdesk.fhu.edu</u> for a quick resolution to your problem. If further support is needed, you may contact the HelpDesk by phone at 731-989-6111.