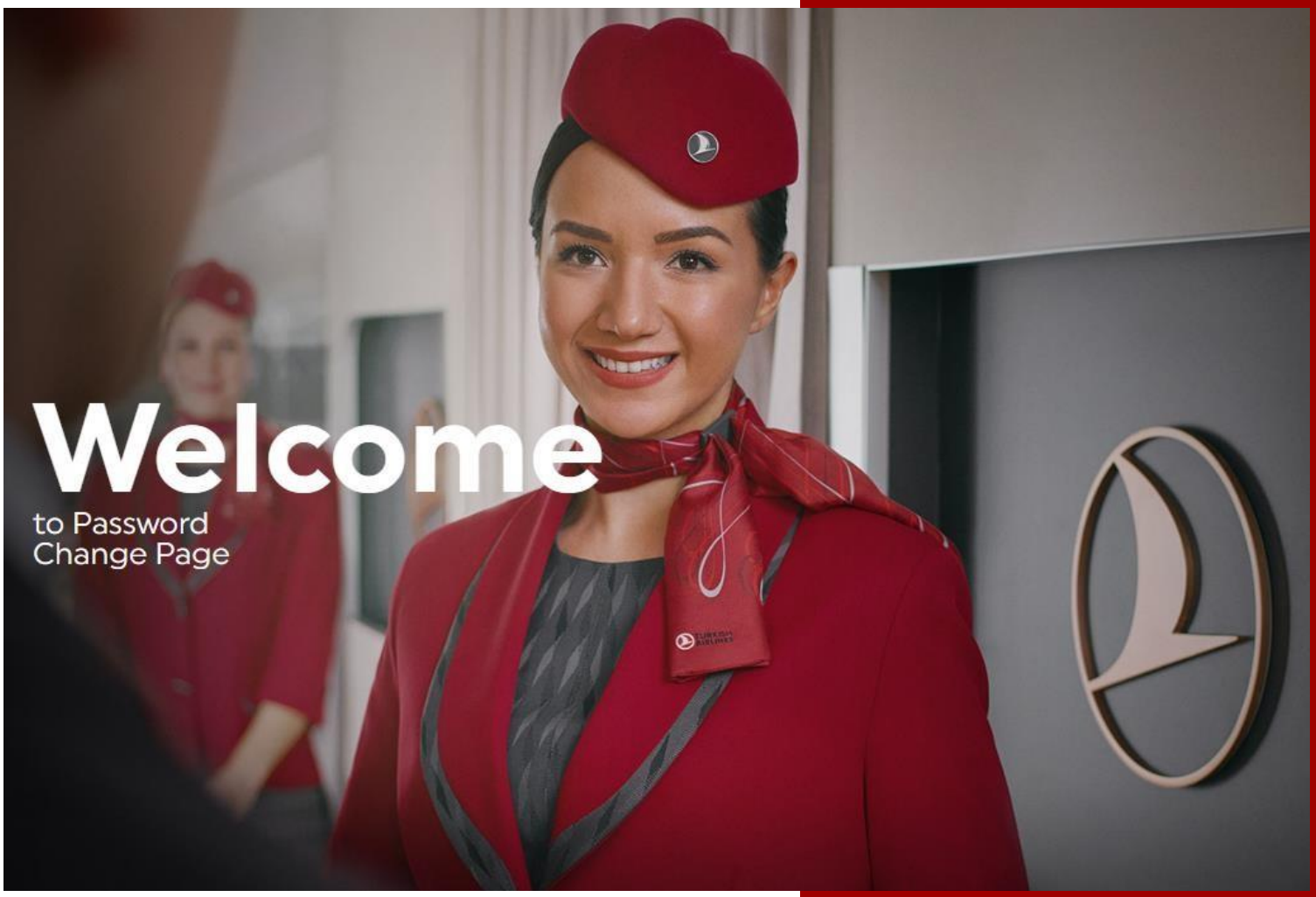

Parola.thy.com
USER GUIDE

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1. What is Parola.thy.com ?

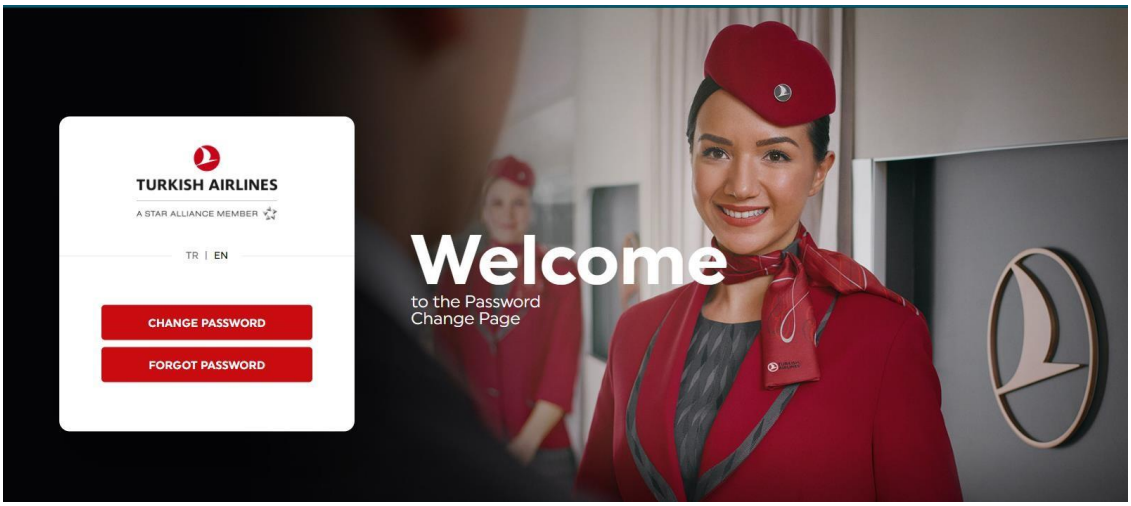
Parola.thy.com is a web page that enables people (users) to do their password transactions themselves (self-service).

On this web page, users will be able to do the following;

1. **CHANGE PASSWORD**
    a. **Changing the current passwords of users**
    b. **Password change transactions for users whose password expired**
    c. **Password change transactions of users whose password is about to expire**
    d. **Changing the temporary password sent to users via SMS or mail**
2. **FORGOT PASSWORD**
    a. **Creating the first password**
    b. **Password reset operations in case the user forgets his password**

2

2. Welcome Screen



Whenever a user wants to do any of the above-mentioned operations, they can open the Password Change screen by typing "https://parola.thy.com/indexEn.html" in the search box of the internet browser.

Basically 4 main buttons meet the user on this screen;

2.1 CHANGE PASSWORD

This button should be used when users want to perform any of the following operations.

1. **Changing the current passwords of users**
2. **Password change transactions for users whose password expired**
3. **Password change transactions of users whose password is about to expire**
4. **Changing the temporary password sent to users via SMS or mail**

2.2 FORGOT PASSWORD

This button should be used when users want to perform any of the following operations.

1. **Creating the first password**
2. **Password reset operations in case the user forgets his password**

3

2.3 TR Button

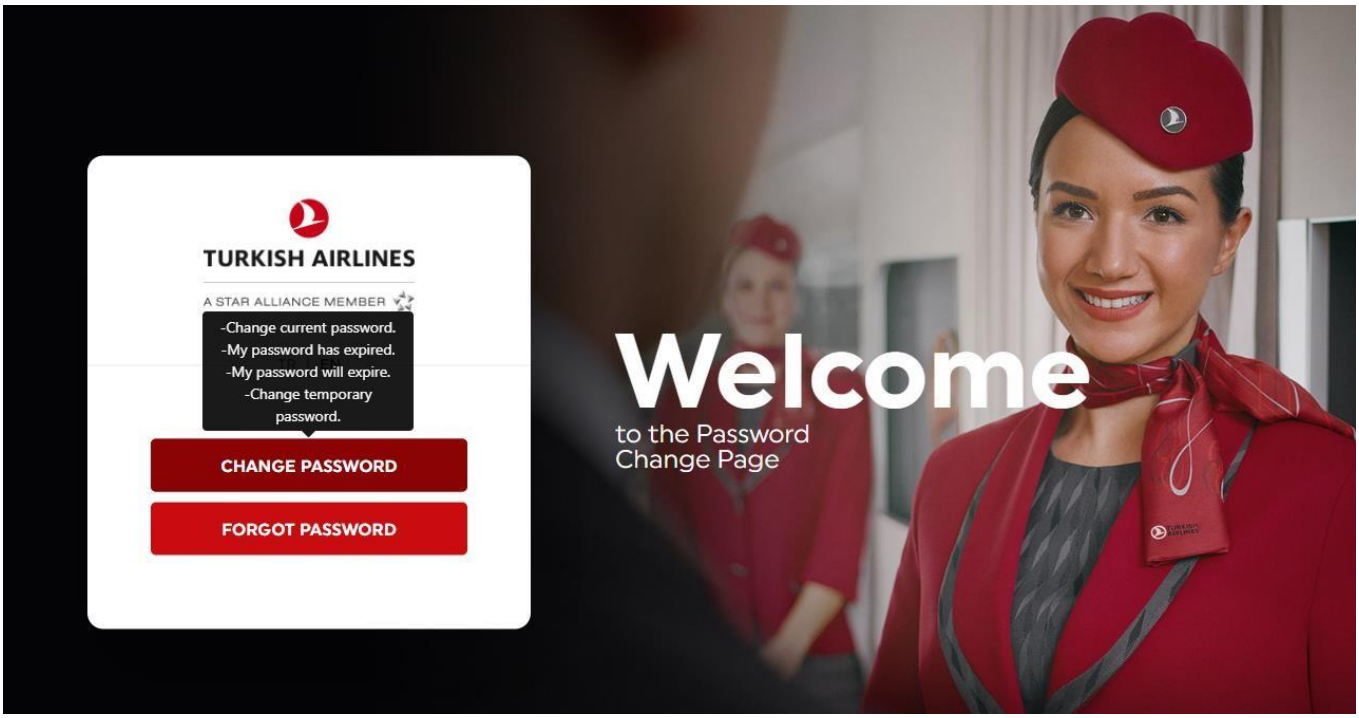
It is used to display the page in Turkish.

2.4 EN Button

It is used to display the page in English.

3. Change Password Process

1. “Change Password” button is pressed



2.

In order to verify the user in the next step, the following Access Manager screen meets the user.

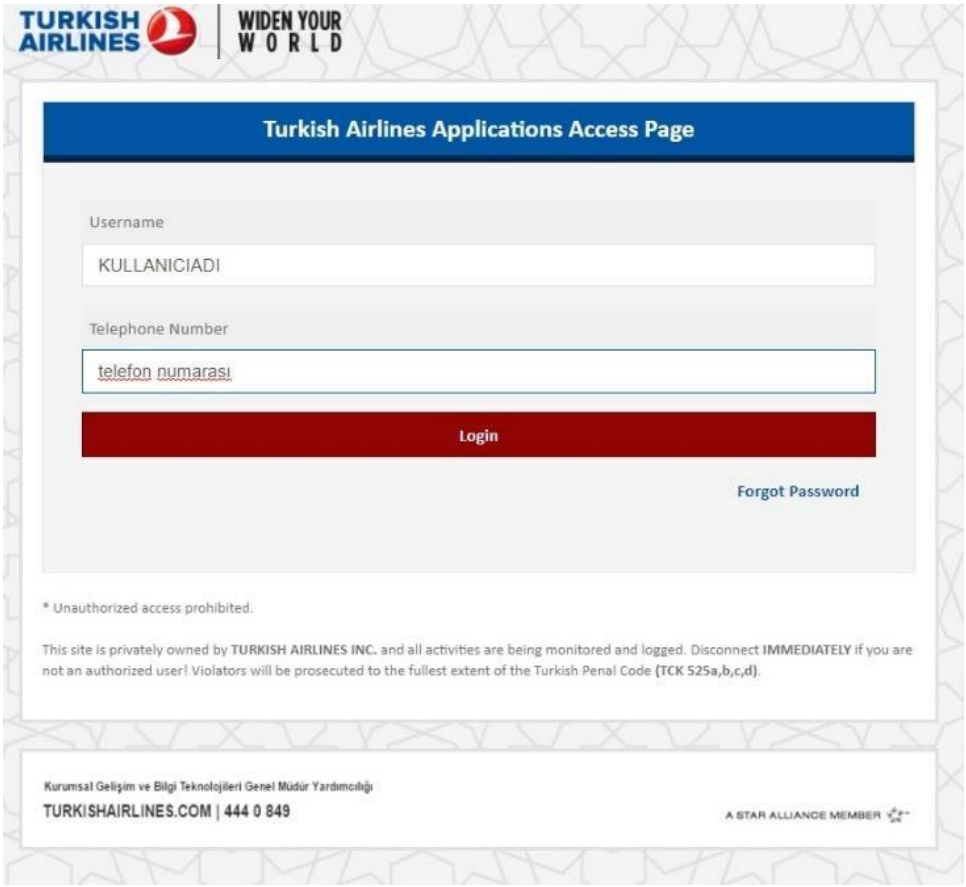
On this screen, the user is expected to enter the user name and mobile phone number registered in the system. The following rules should be observed while entering the phone number;

a. **Country code should be entered without (+) before the phone number.**
b. **Then the phone number must be entered.**

For Example ;

Country Name	Phone Format
Turkey	9053XXXXXXXX
America	1408XXXXXXX
United Arab Emirates	9715XXXXXXXX
Norway	474XXXXXXX
Hungary	36309XXXXXX
Chile	569XXXXXXXX

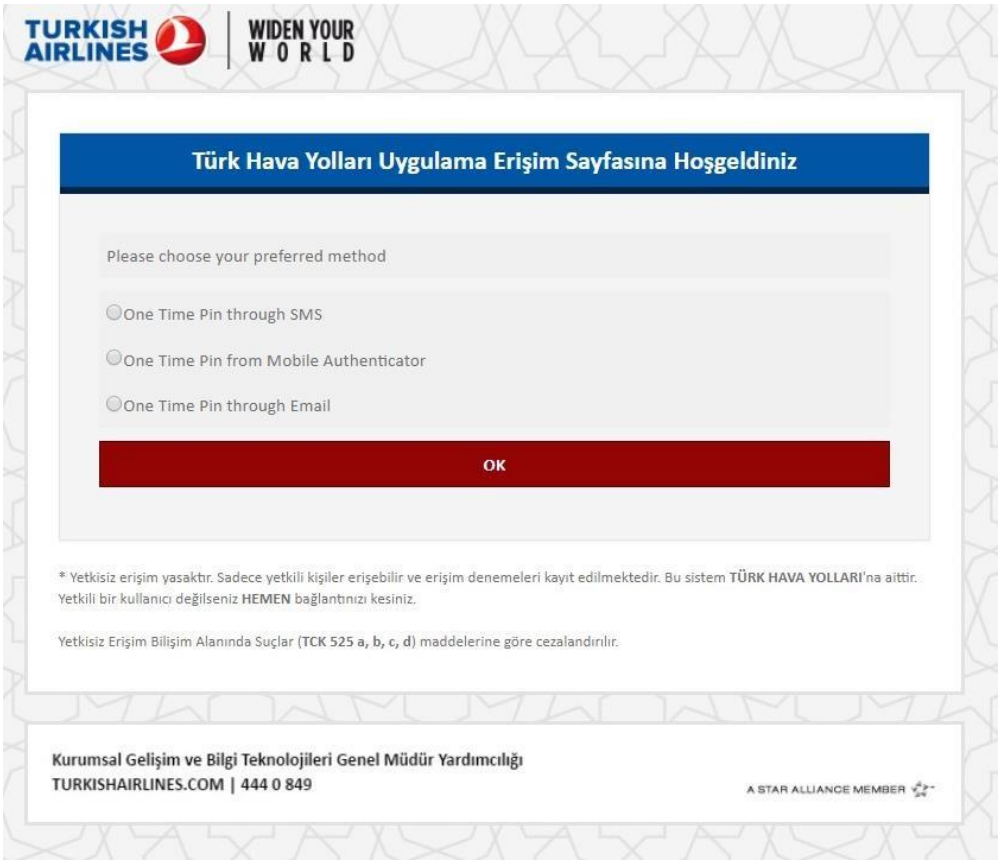
3.



After authenticating the user, a temporary password must be given to him/her. This step can be done in three ways;

a. **The user can request a temporary password to be sent to his mobile phone via SMS.**
b. **The user may wish to obtain the temporary password via the Oracle Mobile Authenticator application. (for more information visit → otp.thy.com)**
c. **The user may request the temporary password to be sent to his/her personal email address registered in the system (personel e-mail address is an mail address other than @thy.com domain. It should be as testusername@gmail.com or testusername@hotmail.com).**

4.



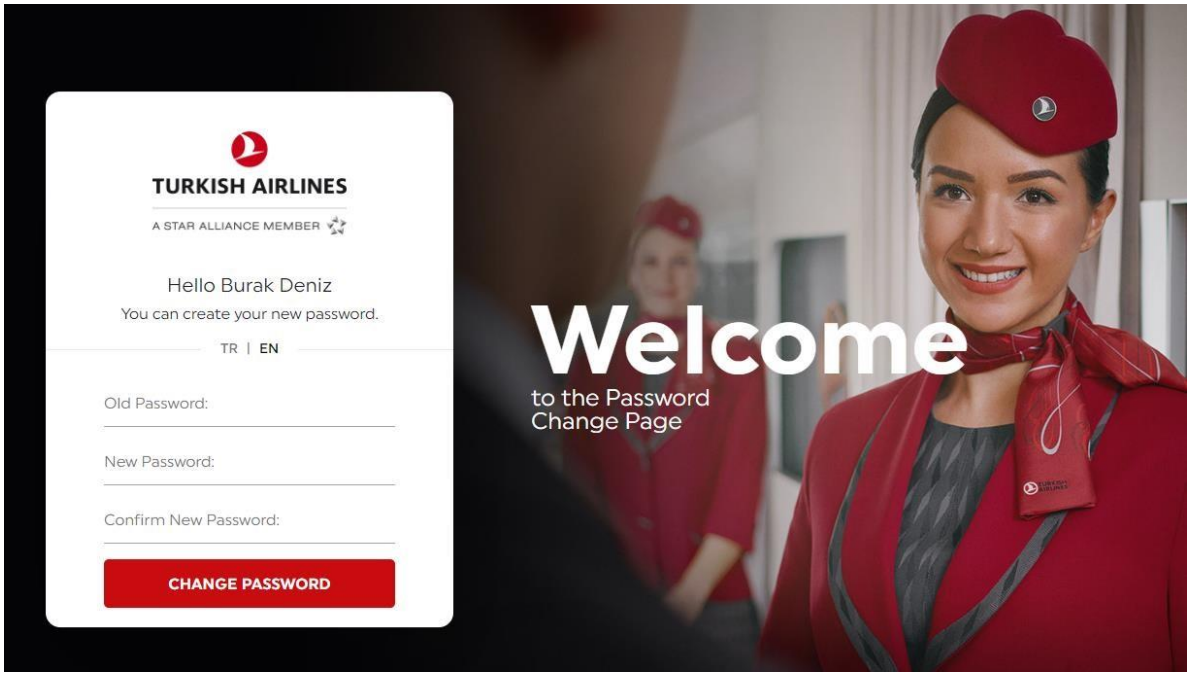
After the user receives a temporary password using one of the 3 methods above, this temporary password must be typed in the screen below.

5.

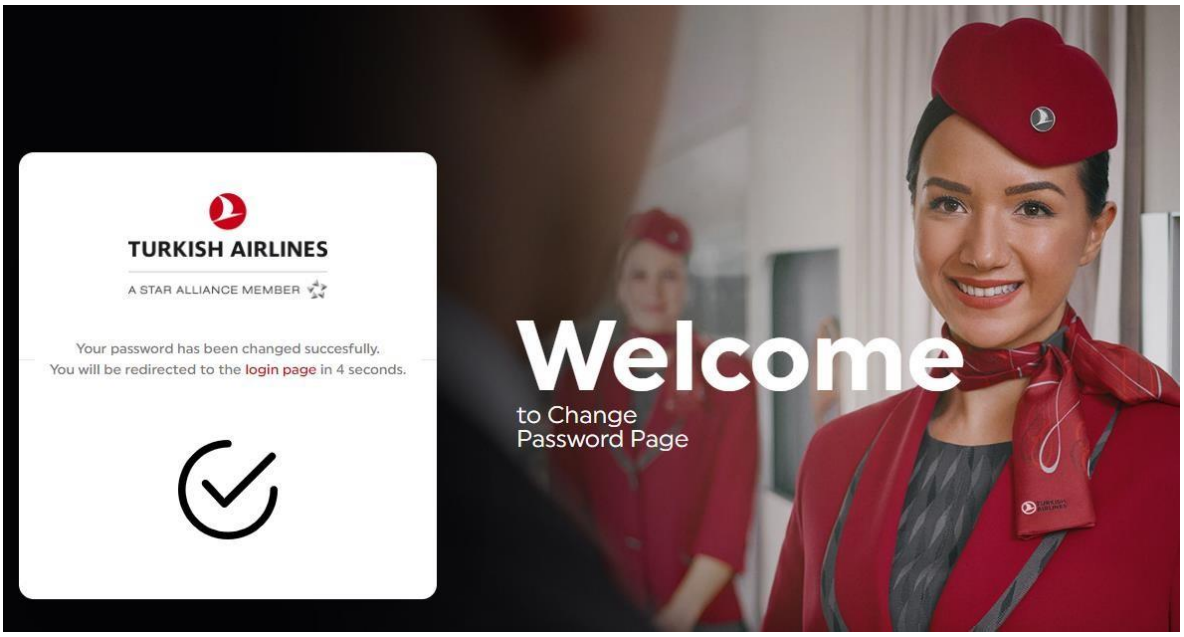
After typing the temporary password, the user is directed to the following screen and the user is expected to fill in the following boxes correctly.

The important point here is that when determining a new password, the password must be determined by paying attention to the password determination rules. Click for Password Determination rules.

6.

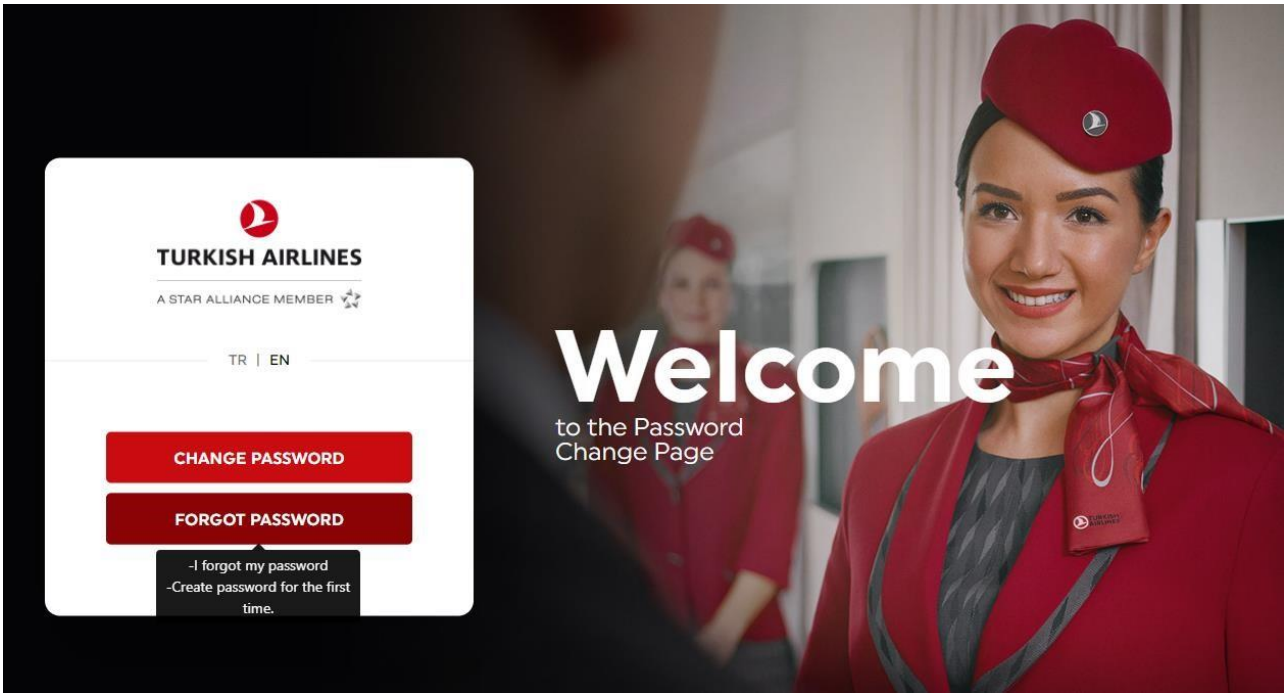


6. After determining the new password in accordance with the password setting rules and logging in twice, the user is directed to the following screen.



4. Forgot Password process

1. **"Forgot Password" button is pressed**



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For Example ;

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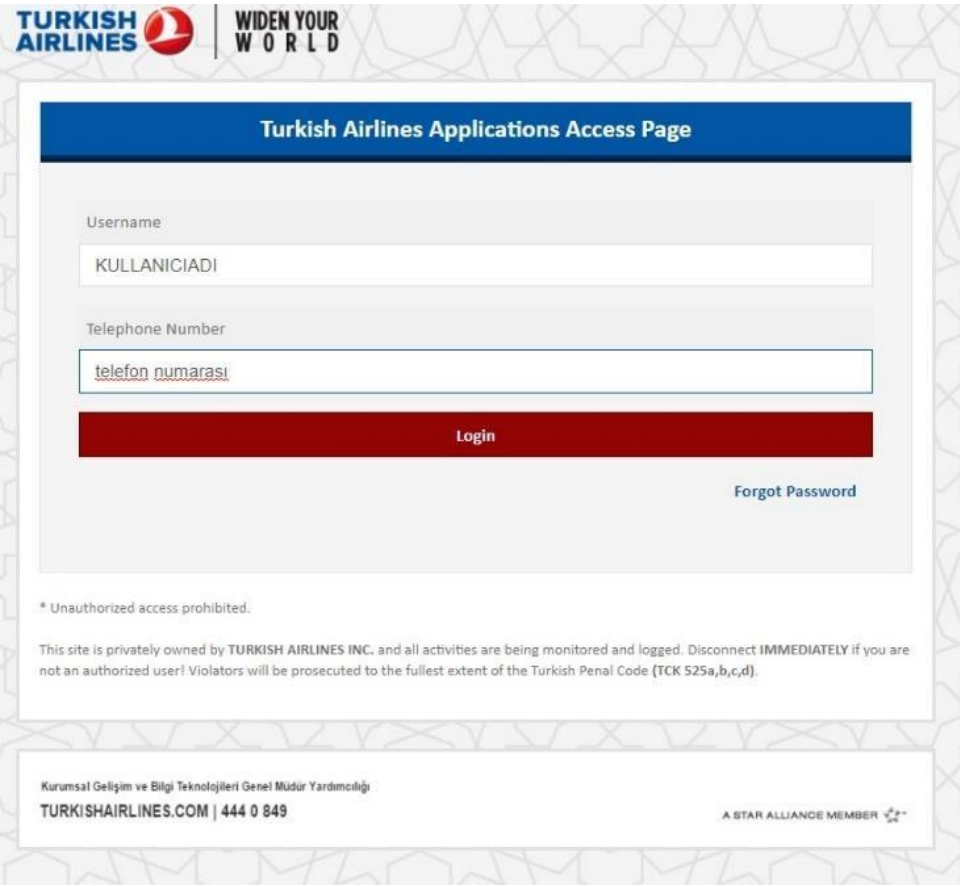

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d. **The user can request a temporary password to be sent to his mobile phone.**
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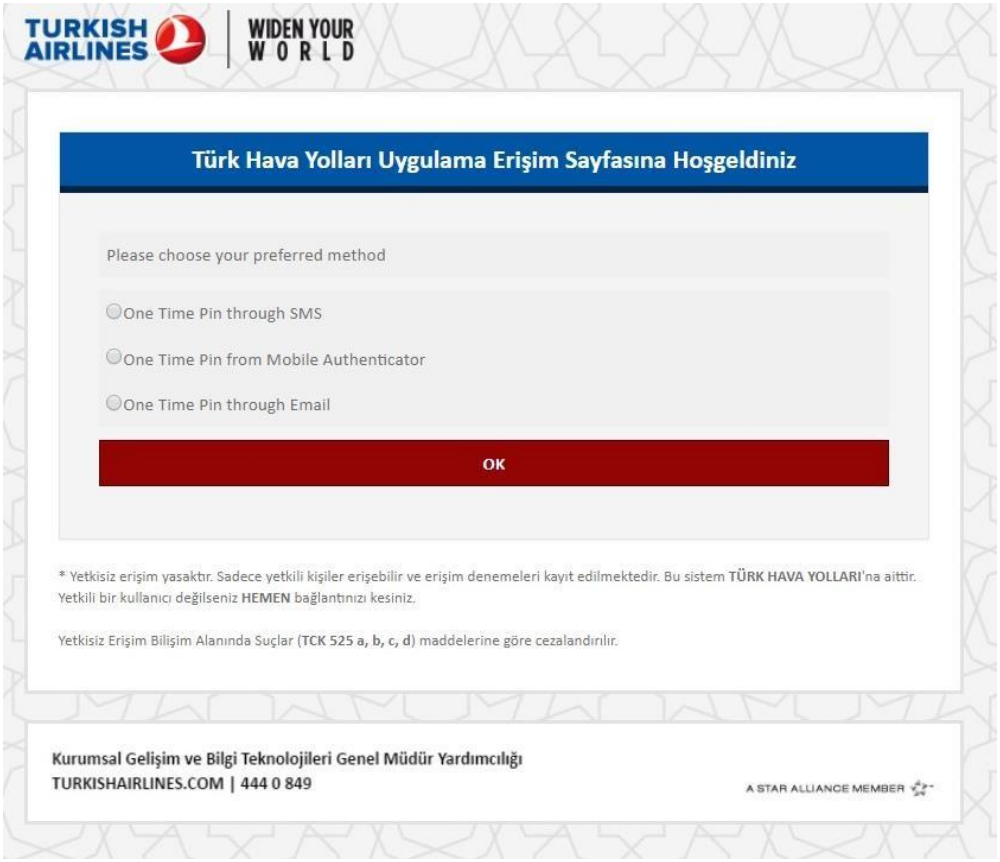

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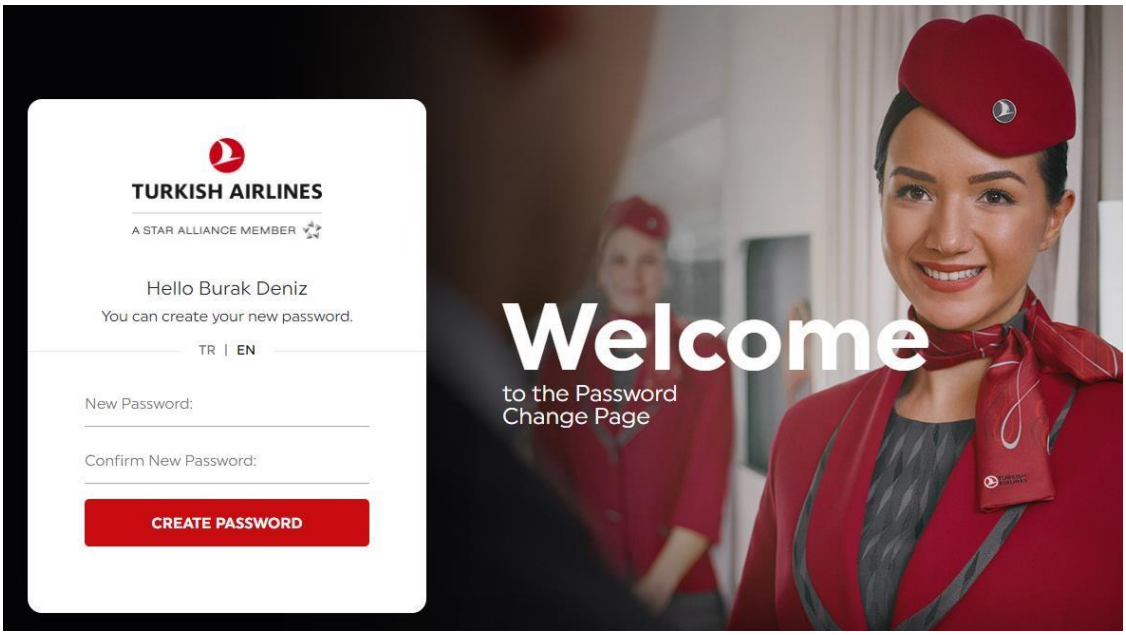

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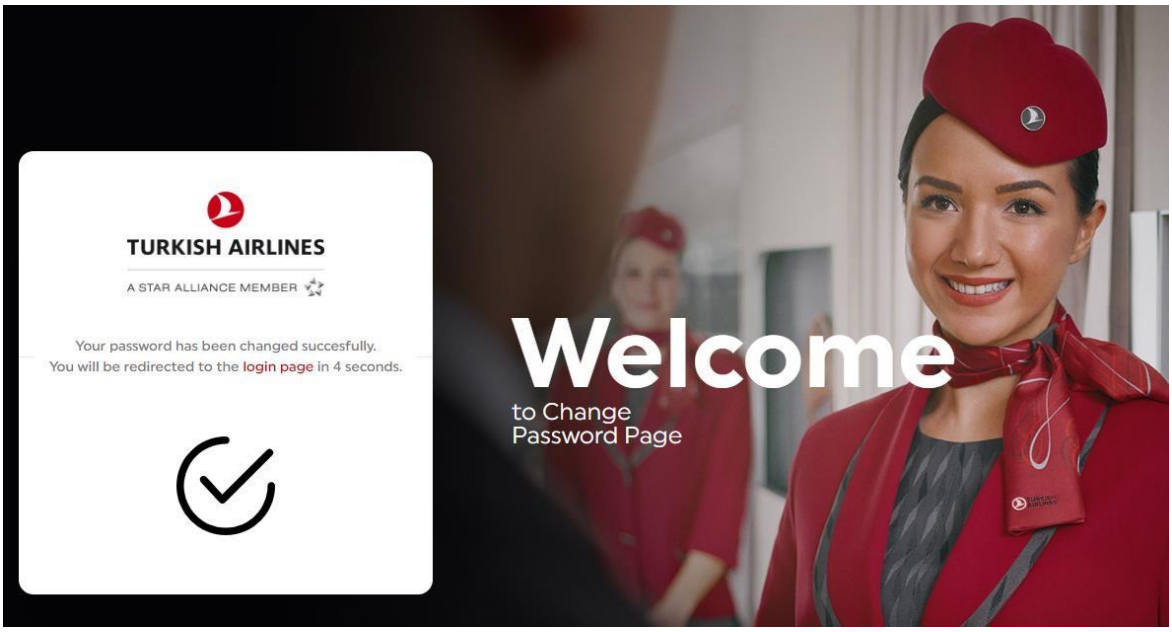

5. Password Setting Rules

When a user wants to set a new password, he / she should consider the following criterias;

1. **The password must be at least eight characters long.**
2. **Password must contain characters from at least three of the following four categories.**
    a. **English Capital Letters (A-Z)**
    b. **English Lowercase Characters (a-z)**
    c. **10 Based Digits (0-9)**
    d. **Non-alphanumeric (for example:! $, #, Or ^)**
    e. **Unicode Characters**
3. **Password cannot contain either username, first or last name when its length is more than 2 characters.**
4. **Past 3 passwords are not allowed**