



New Jersey Division of Developmental Disabilities

Follow these instructions to change your password:

1. Go to : <https://ssa.dhs.state.nj.us/QPM/User>

Quest
Password Manager

English (Select Language) Home | Help

Locate Account
To locate your account, enter part of your first and/or last name or login name, and then click Search.

Domain:
co.dhs.state.nj.us

Enter your first, last, partial, or logon name:

Q E Y R E

Enter the characters you see on the picture:

Search

2. Choose Register with Password Manager

Quest
Password Manager

English (Select Language) Home | Help

Welcome
Register with Password Manager by creating your Questions and Answers profile and use the tools below to manage your passwords and unlock your account.

Register with Password Manager
If you are a new user, you must register with Password Manager.

I Have a Passcode
If you have not registered with Password Manager and forgot your password, click here to create your Questions and Answers profile using your passcode.

Disabled Tools



3. Enter Username and Password you were given

Quest
Password Manager

English (Select Language) Home | Help

Registration with Password Manager

Steps to complete:

- Identity Verification
- Q&A Profile

Enter Your Password
To proceed, enter your password.

Domain:

User name:

Password:

Next Cancel



4. Fill in the Questions and Answers profile. When all fields are filled, select Finish.

Quest Password Manager

English (Select Language) Home | Help

Registration with Password Manager

Steps to complete:

- Identity Verification
- Q&A Profile

Configure Your Questions and Answers Profile
Provide answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to reset your forgotten password and unlock your account. Your answers must comply with the policy requirements. To see the policy, [click here](#).

Language of questions and answers: English

Hide my answers for security purposes

Question:
In which city were you born?

Answer:

Confirm answer:

Question:
What is your favorite color?

Answer:

Confirm answer:

Question:
What was the name of your elementary / primary school?

Answer:

Confirm answer:

Help Desk authentication question:
What is your Verification Word (hometown, mother's maiden name, etc.)?

Authentication Answer (operator may ask you for the correct answer):

Confirm answer:

Finish Cancel

5. Click Go to Home Page

Quest Password Manager

English (Select Language) Home | Help

Registration with Password Manager

✔ You have successfully registered with Password Manager.
To continue, click one of the links below.

- Go to home page
- Update my Questions and Answers profile
- Close this window



6. Click Manage My Passwords

Quest Password Manager

English (Select Language) Home | Help

QUEST SOFTWARE

Welcome,
Register with Password Manager by creating your Questions and Answers profile and use the tools below to manage your passwords and unlock your account.

- Forgot My Password** Set your new password by answering a series of private questions.
- Manage My Passwords** If you know your current password, you can securely change all your passwords.
- My Questions and Answers Profile** Configure your personal Questions and Answers profile that will allow you to reset your forgotten password or unlock your account in the future.
- My Alerts** Select events that you want to be notified about, such as when your password was changed or your account was locked.
- I Have a Passcode** If you have not registered with Password Manager and forgot your password, click here to create your Questions and Answers profile using your passcode.

Disabled Tools

7. Enter New Password

Quest Password Manager

English (Select Language) Home | Help

QUEST SOFTWARE

Manage My Passwords

Steps to complete:
Identity Verification
Target systems
New password

Enter New Password
Your new password must comply with the password policy. To see the password policy, [click here](#).

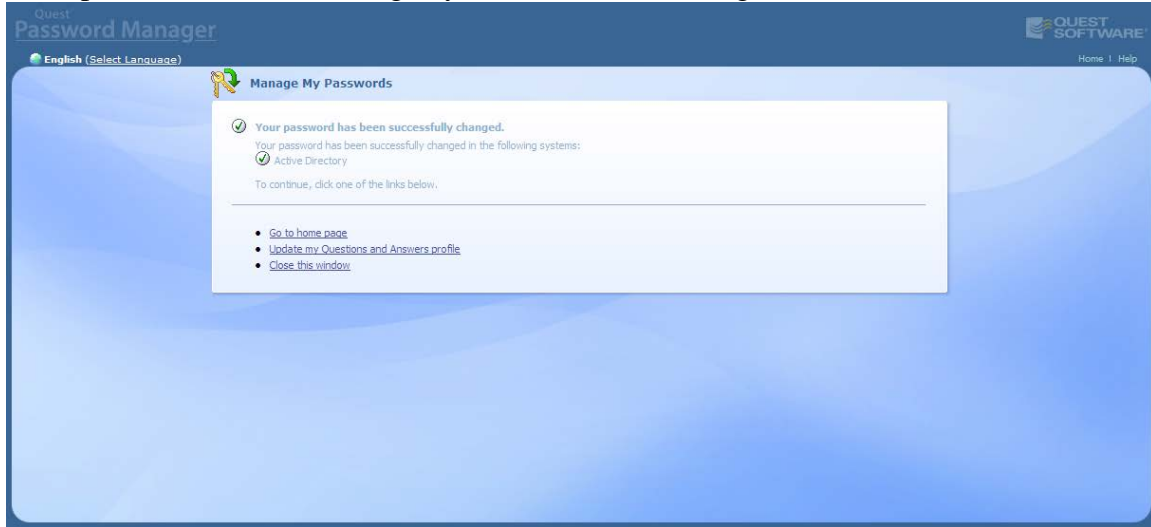
New password:

Confirm new password:

Finish Cancel



8. Once password has been changed you will receive message below:



9. Now go to <https://ddcmis.dhs.state.nj.us> at login page and enter your username and your new password.

Username: co\<<Your username>

Password: <New Password>

PLEASE DON'T CHECK SAVE PASSWORD!!

Example:

Username: co\hjackson

Password: c44tehwl1n