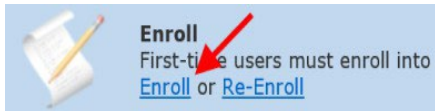


# Using NetWrix for External Partners

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## To enroll in NetWrix:

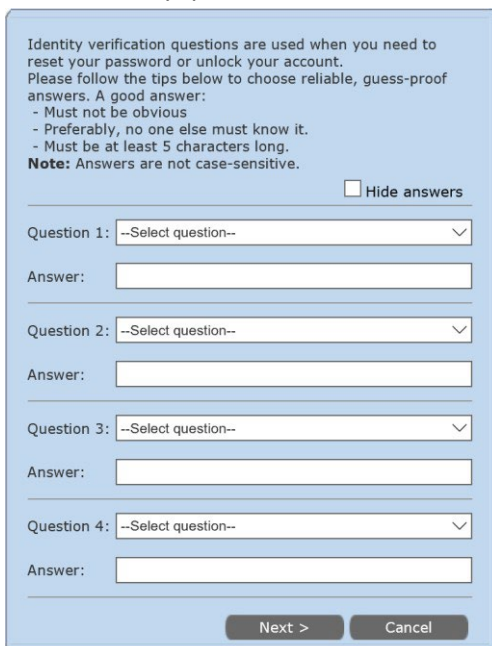
1. Navigate to <https://wap.odot.state.or.us/pwreset/>.
2. Click on **Enroll**:



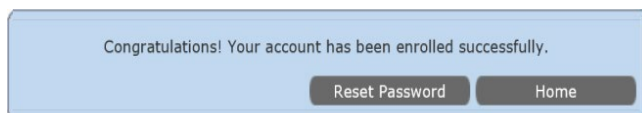
3. Enter the account name and password provided to you by ODOT, then click **Next**:



4. Select security questions and create answers to them, then click **Next**:



5. You will then receive confirmation that enrollment was successful with a prompt to reset your password, click **Reset Password**:



6. Enter in the password you would like to use, then click **Proceed**.

Please type your new password in the fields below and click Proceed:

Enter new password:

Confirm new password:

Unlock my account

7. You will then receive confirmation that the password has been set:

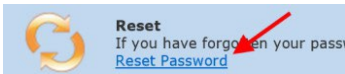
Your password has been changed successfully, please try to logon in a few minutes.  
User account has been unlocked successfully.

8. You will now be able to log in.

## To reset your password:

**NOTE:** This will allow you to reset your password even if you do not remember it.

1. Navigate to <https://wap.odot.state.or.us/pwreset/>.
2. Click on **Reset Password**:



3. Enter your account name, then click **Next**:

Specify the account that you want to reset the password for, and select a domain.

Account name:

Domain:

4. Answer your security questions, then click **Next**:

Please answer the following questions. The answers are NOT case sensitive.

Hide answers

Question 1: Who was your childhood hero?

Answer:

Question 2: What was the name of your first school?

Answer:

5. Enter in the password you would like to use, then click **Proceed**:

Please type your new password in the fields below and click Proceed:

Enter new password:

Confirm new password:

Unlock my account

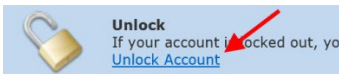
6. You will then receive confirmation that the password has been set:

Your password has been changed successfully, please try to logon in a few minutes.  
User account has been unlocked successfully.

7. You will now be able to log in.

## To unlock your account:

1. Navigate to <https://wap.odot.state.or.us/pwreset/>.
2. Click on **Unlock Account**:



3. Enter your account name, then click **Next**:

Specify the account that you want to unlock, and select a domain.

Account name:

Domain:

4. Answer your security questions, then click **Next**:

Please answer the following questions. The answers are NOT case sensitive.

Hide answers

Question 1: Who was your childhood hero?

Answer:

Question 2: What was the name of your first school?

Answer:

5. You will then receive confirmation that your account has been unlocked:

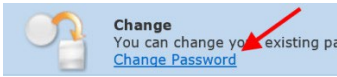
The account has been unlocked successfully, please try to logon in a few minutes.

6. You will now be able to log in.

## To change your password:

**NOTE:** This will allow you to change your password only if you already know your current password.

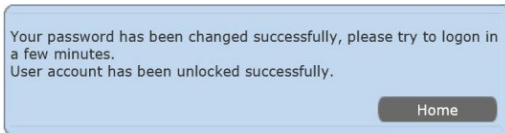
1. Navigate to <https://wap.odot.state.or.us/pwreset/>.
2. Click on **Change Password:**



3. Enter your account name, old password, and the password you would like to use, then click **Next:**

A screenshot of a form for changing a password. The form has a light blue background and contains the following fields: 'Account name:' with a text input field; 'Domain:' with a dropdown menu showing 'PARTNERS'; 'Old password:' with a text input field; 'New password:' with a text input field; and 'Confirm new password:' with a text input field. At the bottom right of the form are two buttons: 'Next >' and 'Cancel'.

4. You will then receive confirmation that the password has been set:



5. You will now be able to log in.