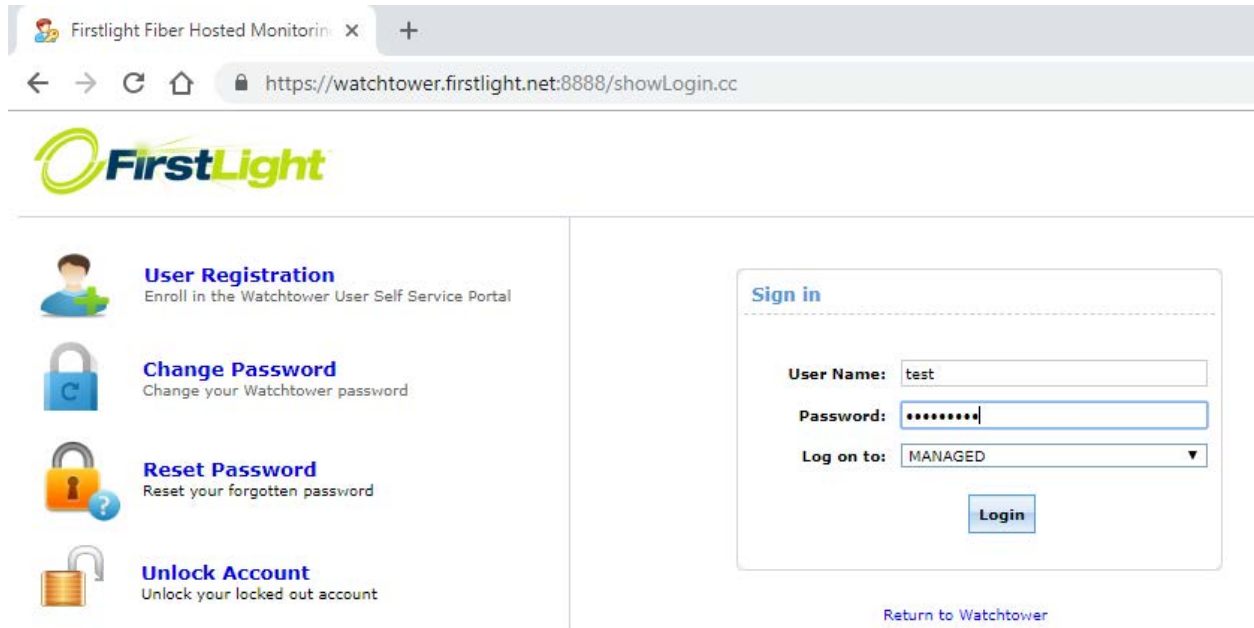


- 1) Browse to <https://watchtower.firstlight.net:8888> and login with the username and password you were provided by FirstLight.



The screenshot shows a web browser window with the address bar displaying <https://watchtower.firstlight.net:8888/showLogin.cc>. The page features the FirstLight logo at the top left. Below the logo, there are four service options on the left side, each with an icon and a description:

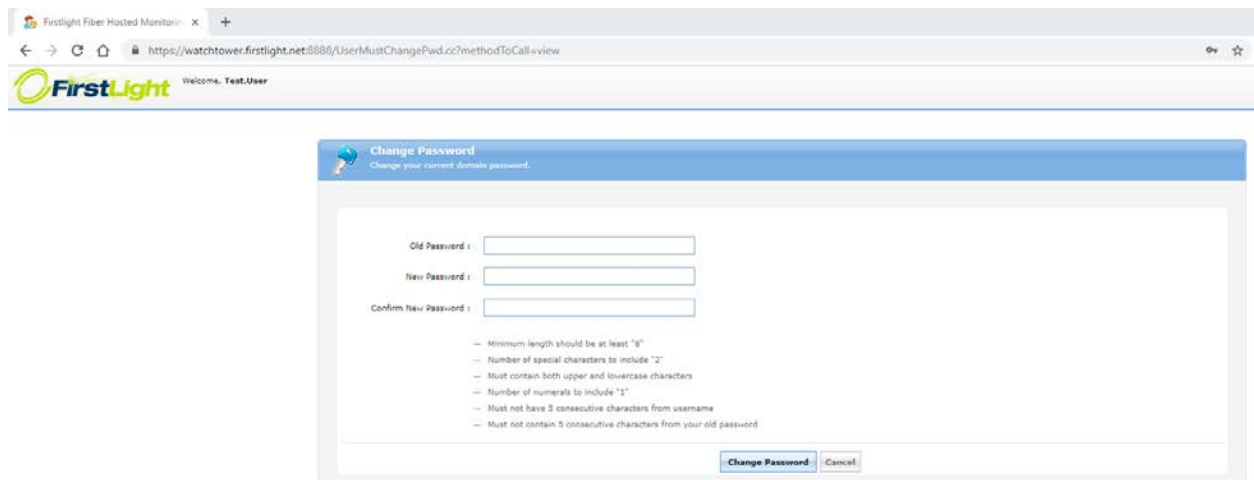
- User Registration**: Enroll in the Watchtower User Self Service Portal (Icon: person with plus sign)
- Change Password**: Change your Watchtower password (Icon: padlock with refresh symbol)
- Reset Password**: Reset your forgotten password (Icon: padlock with question mark)
- Unlock Account**: Unlock your locked out account (Icon: padlock with keyhole)

On the right side of the page, there is a "Sign in" section with a dashed border. It contains the following fields:

- User Name:**
- Password:**
- Log on to:**

Below these fields is a blue "Login" button. At the bottom of the sign-in section, there is a blue link that says "Return to Watchtower".

- 2) After logging in, you will be asked to change your password. Proceed with changing your password. Make sure you adhere to the password complexity requirements shown on the screen.



Firstlight Fiber Hosted Monitor x +

https://watchtower.firstlight.net:8888/UserMustChangePwd.cc?methodToCall=view

Welcome, TestUser

Change Password

Change your current domain password.

Old Password :

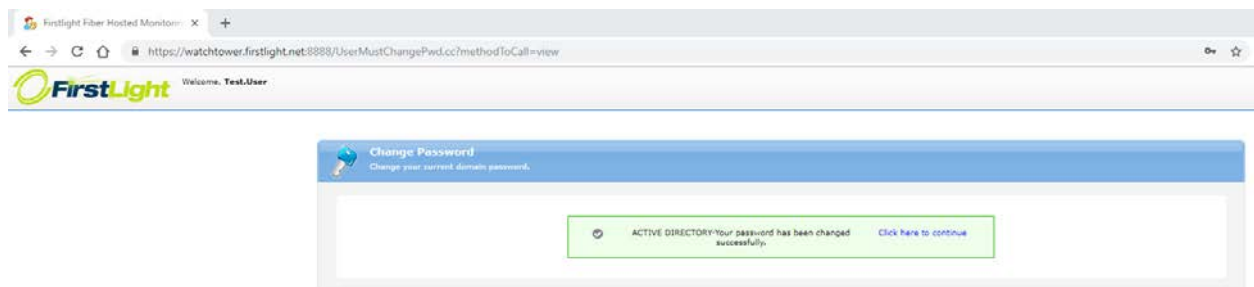
New Password :

Confirm New Password :

- Minimum length should be at least "6"
- Number of special characters to include "2"
- Must contain both upper and lowercase characters
- Number of numerals to include "1"
- Must not have 3 consecutive characters from username
- Must not contain 3 consecutive characters from your old password

[Change Password](#) [Cancel](#)

- 3) If your password change was successful, click on "Click here to continue".



Firstlight Fiber Hosted Monitor x +

https://watchtower.firstlight.net:8888/UserMustChangePwd.cc?methodToCall=view

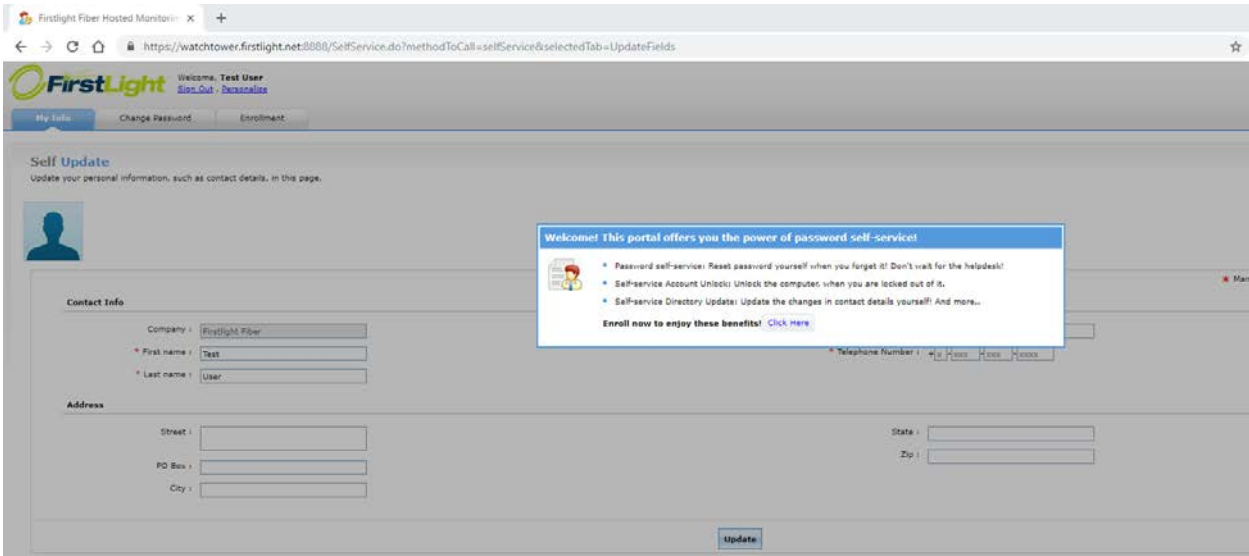
Welcome, TestUser

Change Password

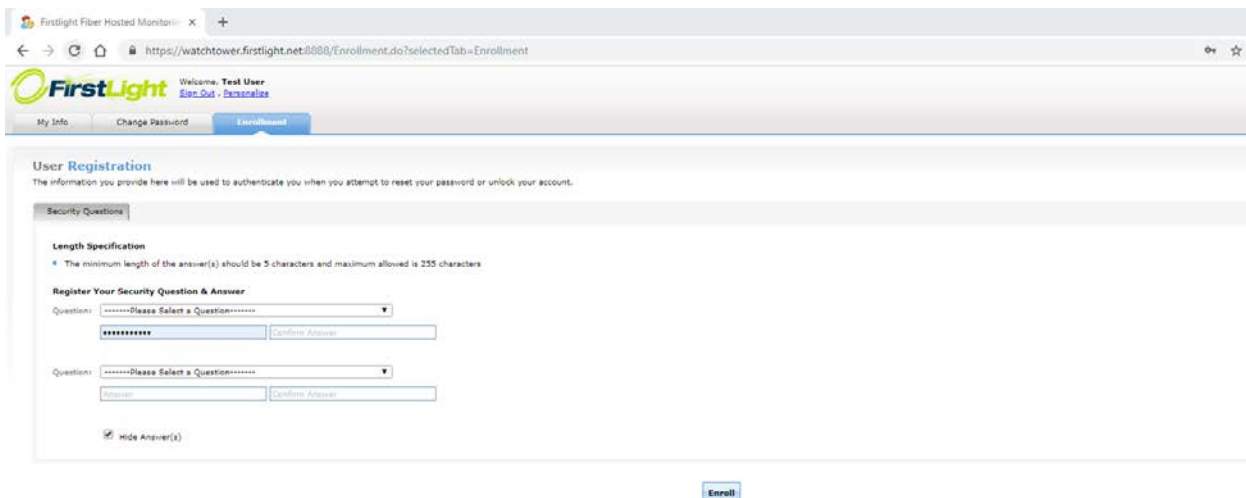
Change your current domain password.

ACTIVE DIRECTORY: Your password has been changed successfully. [Click here to continue](#)

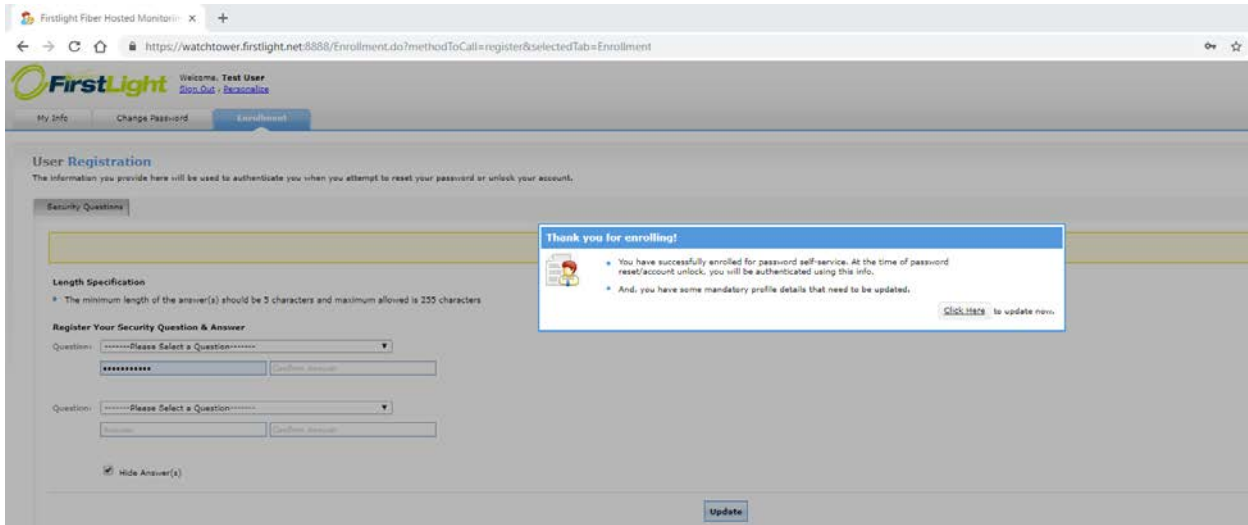
- 4) You will be asked to continue enrolling in the monitoring system. Click on “Click Here” to continue.



- 5) On the following screen, you will be asked to select (2) Security Questions and provide answers to those questions. These will be used in the event you forget your password and need to reset it. Select the questions and provide answers then click on “Enroll”.

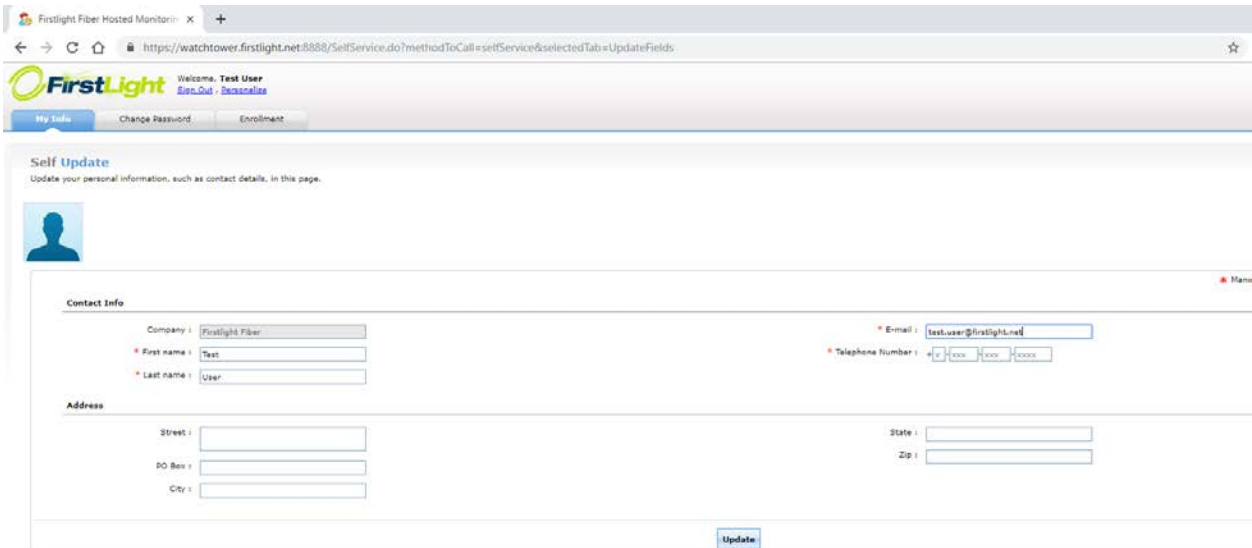


- 6) At this point, you have successfully enrolled however there are some mandatory profile details which need to be completed. Click on “Click Here” to proceed to the My Info profile page.



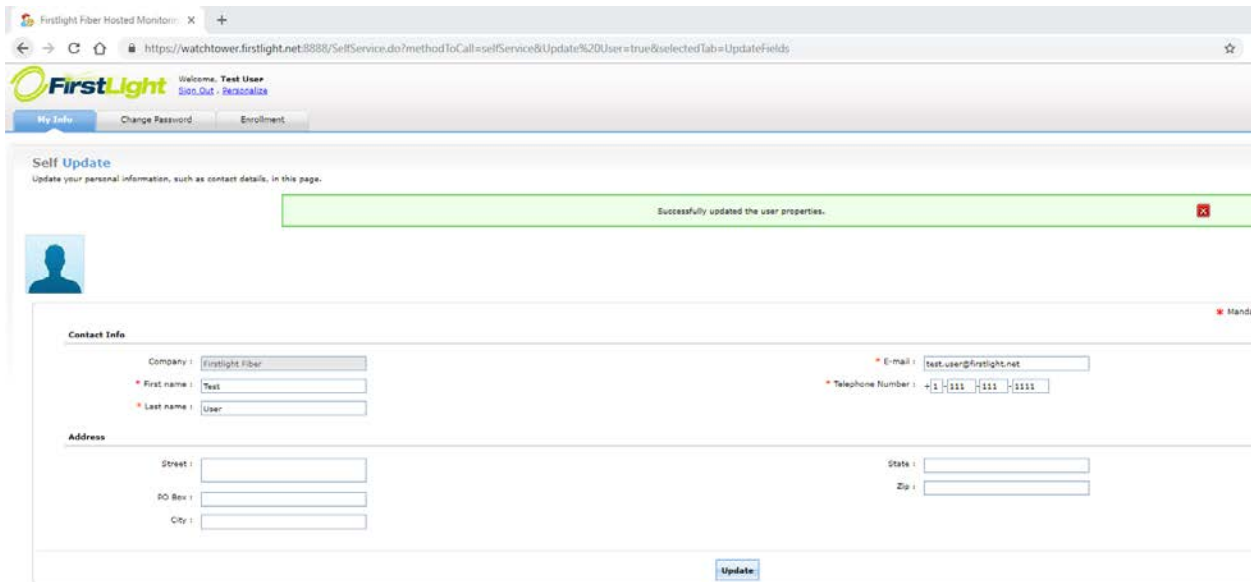
The screenshot shows a web browser window with the URL <https://watchtower.firstlight.net:8888/Enrollment.do?methodToCall=register&selectedTab=Enrollment>. The page title is "User Registration" and it includes a "Thank you for enrolling!" message. The message states: "You have successfully enrolled for password self-service. At the time of password reset/account unlock, you will be authenticated using this info. And, you have some mandatory profile details that need to be updated." A "Click Here" link is provided to update the profile. The registration form includes sections for "Security Questions" and "Length Specification". The "Update" button is located at the bottom right of the form.

- 7) On the next page, please complete any mandatory fields with a red asterisk next to it then click on the “Update” button.



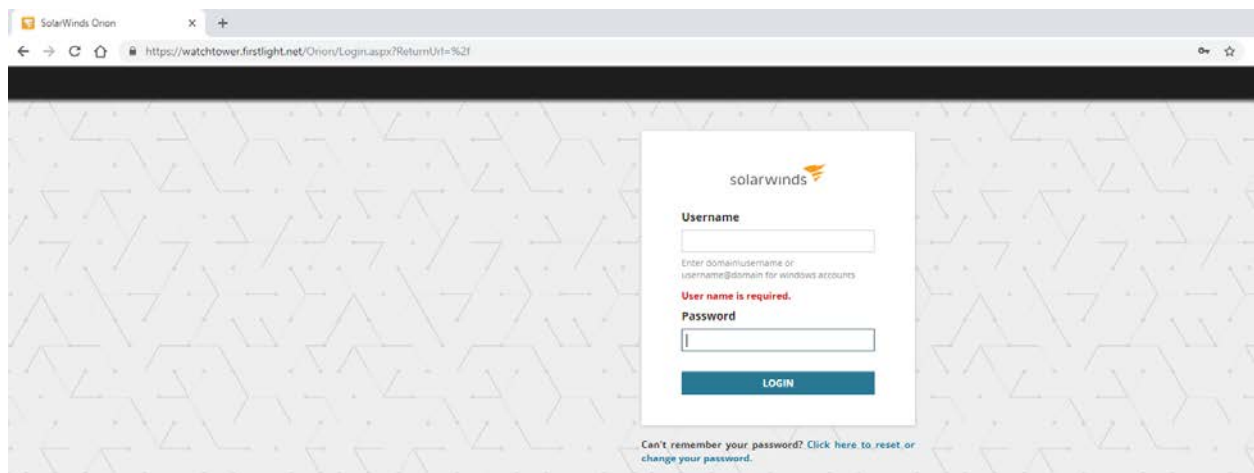
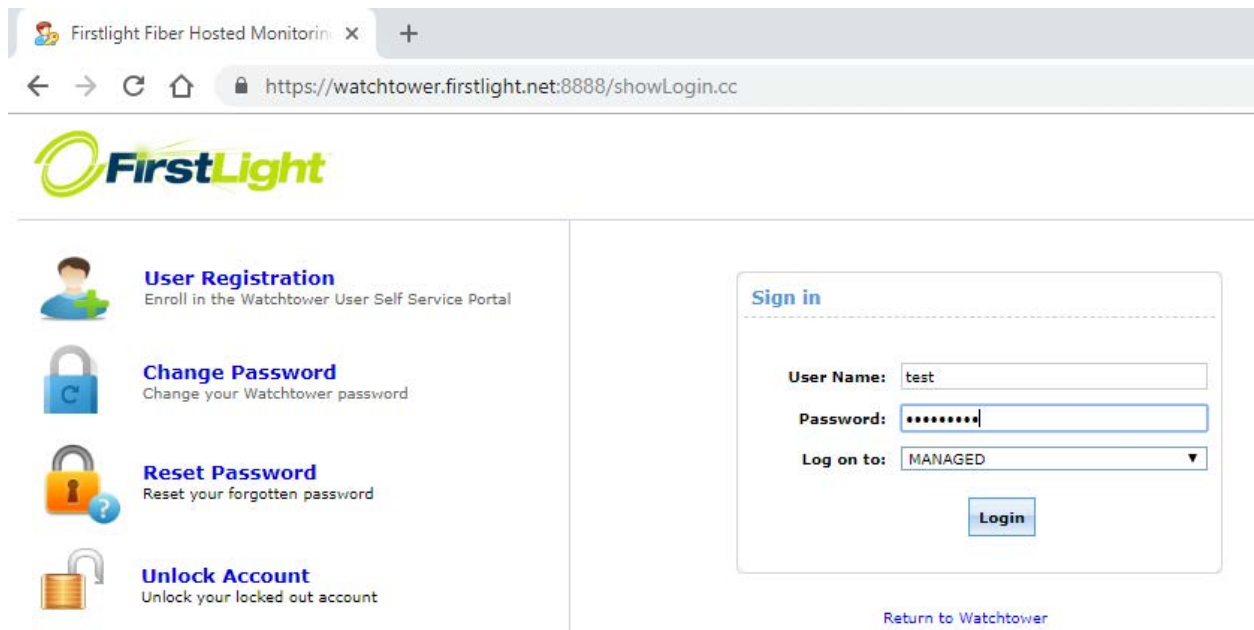
The screenshot shows a web browser window with the URL <https://watchtower.firstlight.net:8888/SelfService.do?methodToCall=setService&selectedTab=UpdateFields>. The page title is "Self Update" and it includes a "Self Update" message. The message states: "Update your personal information, such as contact details, in this page." The form includes sections for "Contact Info" and "Address". The "Update" button is located at the bottom right of the form.

8) Your enrollment is now complete. Click on the “Sign Out” link at the top left of the screen.



The screenshot shows a web browser window with the URL `https://watchtower.firstlight.net:8888/SelfService.do?methodToCall=selfService&Update%20User=true&selectedTab=UpdateFields`. The page header includes the FirstLight logo, a welcome message for "Test User", and navigation links for "Sign Out" and "Personalize". Below the header are tabs for "My Info", "Change Password", and "Enrollment". The main content area is titled "Self Update" and contains a green success message: "Successfully updated the user properties." Below this is a user profile icon and a "Contact Info" section with fields for Company (Firstlight Fiber), First name (Test), Last name (User), E-mail (test.user@firstlight.net), and Telephone Number. An "Address" section includes fields for Street, DO Box, City, State, and Zip. An "Update" button is located at the bottom of the form.

- 9) At this point you can proceed to the FirstLight Fiber Monitoring website by either clicking on the “Return to Watchtower” link under the “Sign In” box or you can simply browse to <https://watchtower.firstlight.net>



10) Login to the monitoring website with your username and newly changed password.
The username MUST be in the form “**managed\<USERNAME>**”.

- Example: managed\testuser



Username

Enter domain\username or
username@domain for windows accounts

Password

LOGIN