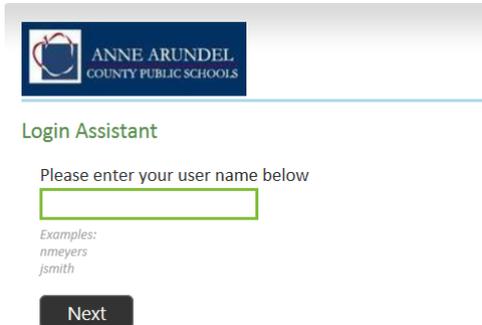


# Password Self-Service

## Resetting/Unlocking Your Password

Version 1.02

1. Make sure you have registered and setup your questions and answers before you attempt to reset your password.
2. Navigate to the web site <https://reset.aacps.org> and login as on the page shown below. The Password Self-Service link is also located at [www.AACPS.org](http://www.AACPS.org); then, select Staff, scroll down then select Password Self Service, and then Password Self Service – Reset Password.



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COUNTY PUBLIC SCHOOLS

Login Assistant

Please enter your user name below

Examples:  
nmeyers  
jsmith

Next

3. Enter your username where prompted, as shown below. Click **Next**.



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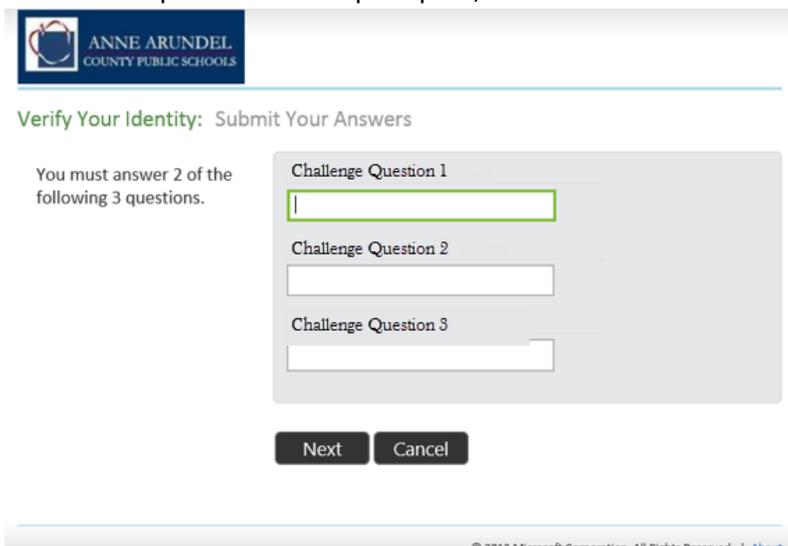
Password Reset:

Please enter your user name below

Examples:  
nmeyers  
jsmith

Next

4. Answer at least two questions where prompted, as shown below.



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COUNTY PUBLIC SCHOOLS

Verify Your Identity: Submit Your Answers

You must answer 2 of the following 3 questions.

Challenge Question 1

Challenge Question 2

Challenge Question 3

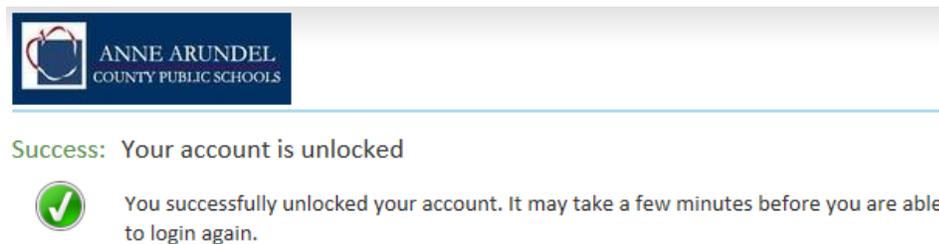
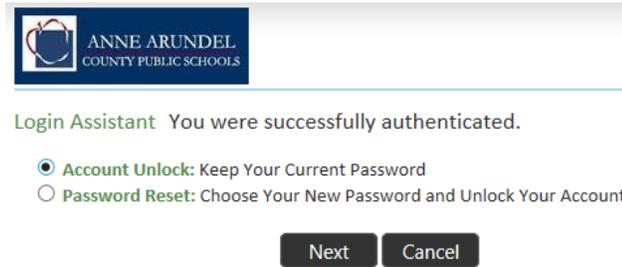
Next Cancel

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5. Once you pass the challenge questions, you can choose to either unlock your account OR change your password.

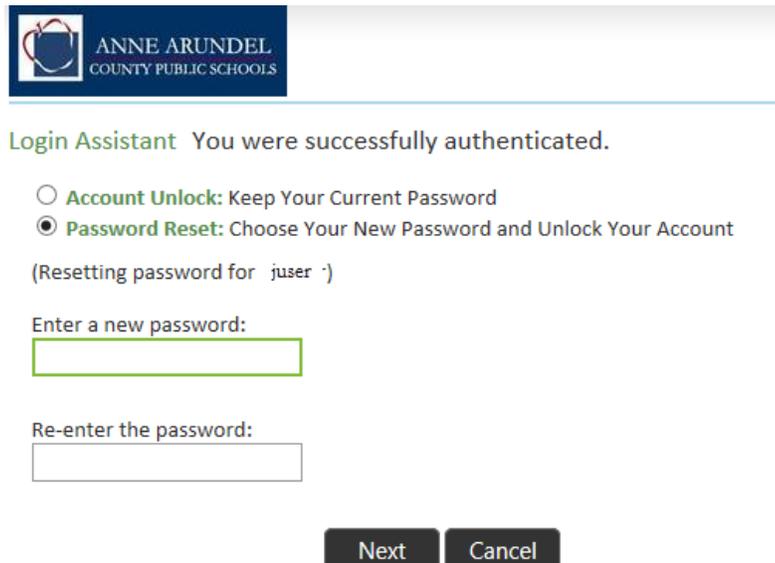
Option A: Account Unlock

1. Select Account Unlock and click **Next**. The screen will load and unlock your account.

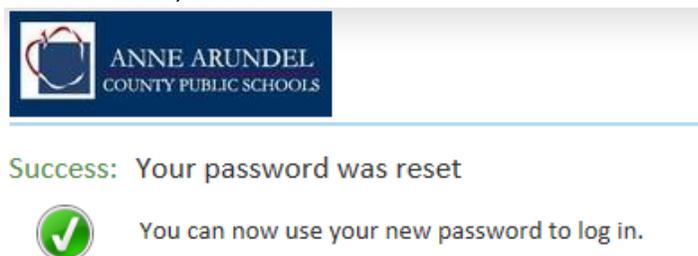


Option B: Password Reset

1. Select Password Reset and enter the new password and confirm it by re-entering it again, as shown below. Click **Next**



2. Your password has now been reset, as shown below.



Close your browser to end your session.