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 <u>https://reset.aacps.org</u> and login as on the page shown below. The Password Self-Service link is also located at www.AACPS.org; then, select Staff, scroll down then select Password Self Service, and then Password Self Service Reset Password.

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS	
Login Assistant	ne helow
Examples: nmeyers jsmith	
Next	

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

ssword i	Reset:
Please ent	er your user name below
juser	
and the transmission of the	
Examples:	

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

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS	
Verify Your Identity: Subm	it 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.

	ANNE ARUNDEL COUNTY PUBLIC SCHOOLS	
	Login Assistant You were successfully authenticated.	
	 Account Unlock: Keep Your Current Password Password Reset: Choose Your New Password and Unlock Your Account 	
	Next Cancel	
	NNE ARUNDEL	
uccess:	Your account is unlocked	
	You successfully unlocked your account. It may take a few minutes befo	re you are ab

Option B: Password Reset

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to login again.

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

ANNE ARU COUNTY PUBLIC	JNDEL CSCHOOLS
Login Assistant N	ou were successfully authenticated.
 Account Unloc Password Res 	:k: Keep Your Current Password et: Choose Your New Password and Unlock Your Account
(Resetting passwo	rd for juser ')
Enter a new passv	vord:
Re-enter the pass	word:
	Next Cancel

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



Success: Your password was reset



You can now use your new password to log in.

Close your browser to end your session.