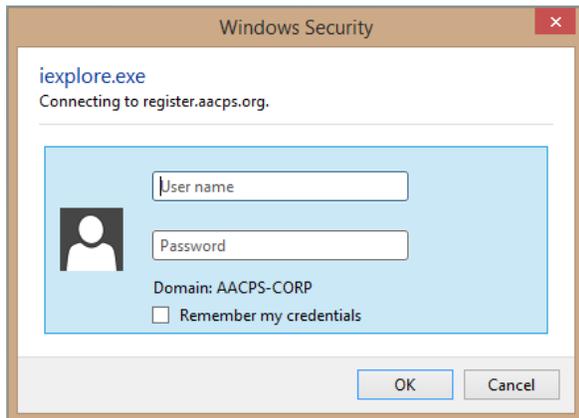


Password Self-Service Registration

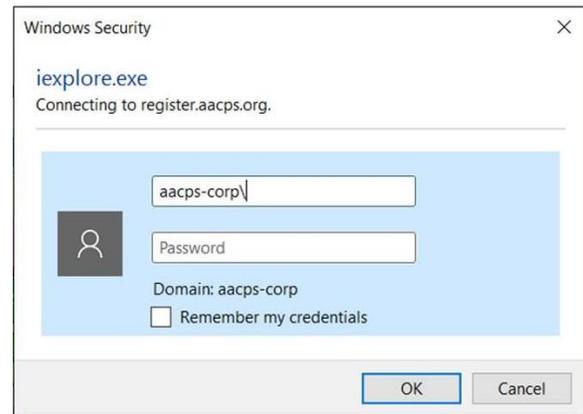
Version 1.5

Password Self-Service will allow you to reset your AACPS-CORP password or unlock your AACPS-CORP account, i.e. the account you use to log onto the computer and access the ESS program.

1. Navigate to the web site <https://register.aacps.org> and login as shown below. Note, you will need to use the format **aacps-corp\username** if you are using a non-AACPS computer. You should see the domain change under the password box to **aacps-corp**, as below

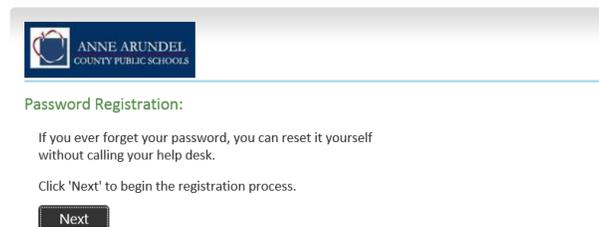


AACPS computer

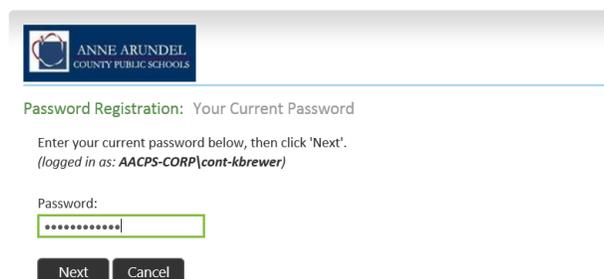


non-AACPS computer

2. Click **Next** to begin the registration process, as shown below.



3. Enter your current password as shown below. Then click next.



4. You will be prompted to answer at least four questions from a list of security questions. Make sure to keep track of what your answers were, as you will need to know them to reset your password.



Password Registration: Register Your Answers

You must answer at least 4 questions to register.

Each answer must contain at least two characters and can include numbers and special characters, case does not matter.

A vertical list of 15 security questions, each followed by a text input field. The questions are redacted with black bars. The first input field is highlighted with a green border.

The responses you provide are stored by your organization in Forefront Identity Manager.

5. Enter each answer and as you move to the next field, the answer you typed will be replaced by asterisks. Your answers ARE NOT case sensitive.



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Password Registration: Register Your Answers

You must answer at least 4 questions to register.

Each answer must contain at least two characters and can include numbers and special characters, case does not matter.

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Password Registration: Register Your Answers

You must answer at least 4 questions to register.

Each answer must contain at least two characters and can include numbers and special characters, case does not matter.

Venice

6. Click **Next** when done. Registration is complete, as shown below.



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Completed: You are now registered

 If you ever need to reset your password:

1. Go to the reset password portal
2. Verify your identity
3. Choose your new password