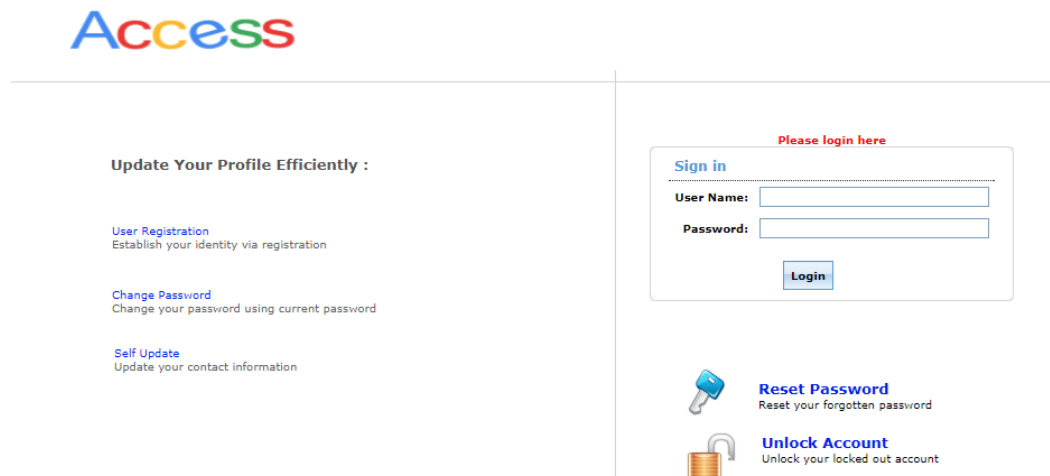# Registering with the Self Service Portal

By registering with the AD Self Service Portal, you will be able to reset passwords even after they have become expired or forgotten.   To do this however, you must first register by using the steps below.
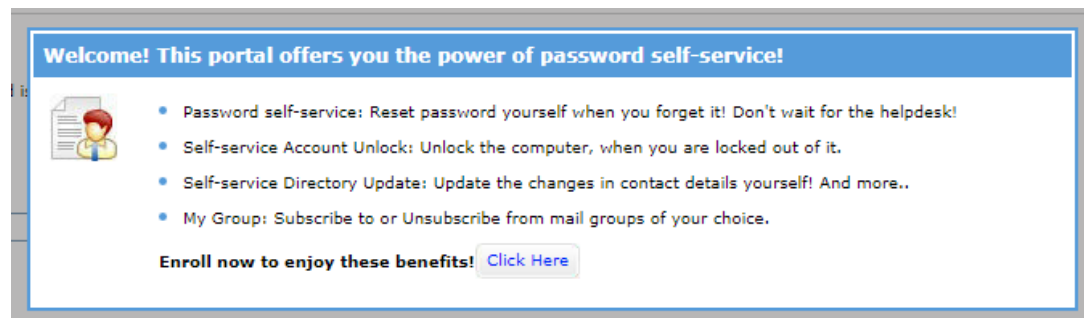
Step 1

- Find the link for Email Password Changes listed under the Staff menu on our district's homepage.
- Select "User Registration" on the left side. For this portal only, your username will be your in the form: firstname.lastname . For example: John.Doe. *You will not need to enter the entire email address.* Your password is your current email password.

Step 2

- Once you have successfully logged in, you will see the following. After reading about the power of the portal, choose "Click Here" at the bottom.

Step 3

- Answer the security questions which you will be required to answer should you ever forget your password or allow it to expire.
- The select "Enroll"

Congratulations! Password changes are now in your control.