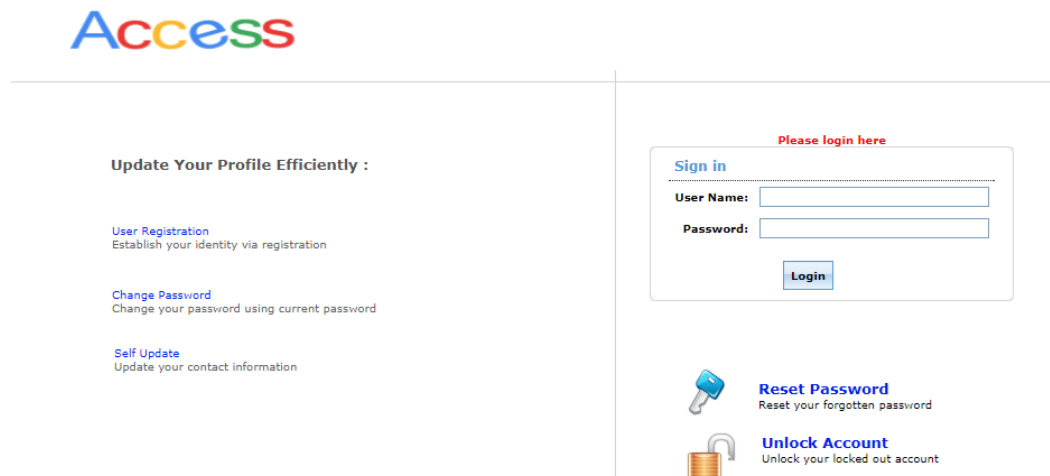


# Registering with the Self Service Portal

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

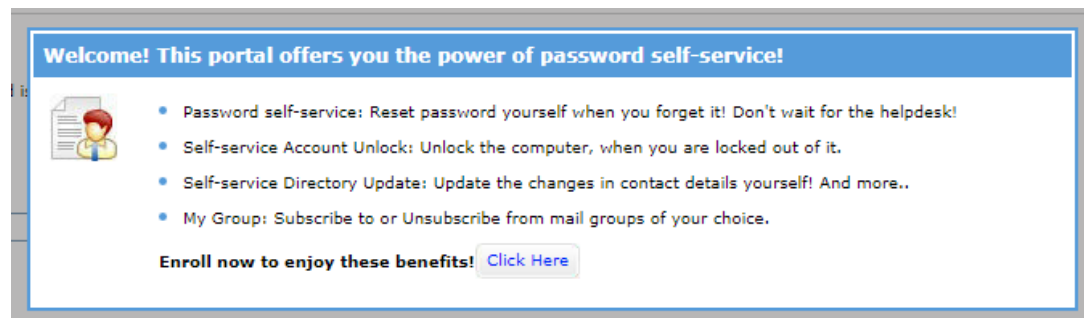
- Find the link for Email Password Changes listed under the Staff menu on our district's homepage.
- Select "User Registration" on the left side. For this portal only, your username will be your in the form: firstname.lastname . For example: John.Doe. *You will not need to enter the entire email address.*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



The screenshot shows the 'Access' Self Service Portal. On the left, under 'Update Your Profile Efficiently:', there are three links: 'User Registration' (Establish your identity via registration), 'Change Password' (Change your password using current password), and 'Self Update' (Update your contact information). On the right, there is a 'Sign in' section with a 'Please login here' prompt, fields for 'User Name' and 'Password', and a 'Login' button. Below the login section, there are two links: 'Reset Password' (Reset your forgotten password) and 'Unlock Account' (Unlock your locked out account).

## 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.



The screenshot shows a 'Welcome!' message in a blue banner. Below the banner, there is a list of benefits: 'Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!', 'Self-service Account Unlock: Unlock the computer, when you are locked out of it.', 'Self-service Directory Update: Update the changes in contact details yourself! And more..', and 'My Group: Subscribe to or Unsubscribe from mail groups of your choice.' At the bottom, there is a link 'Click Here' to enroll now to enjoy these benefits.

### 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”

Enrollment

Change Password

My Group

### User Registration

The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.

\*Security Questions

**Length Specification**

- The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters

**Register Your Security Que & Ans**

Que:

Que:

☒ Hide Answer(s)

Enroll

Congratulations! Password changes are now in your control.