

eSchool/TAC Password Change Instructions

- Go to www.apscn.org
- Click **“Security”**
- Click **“Security Resources”**
- Click **“ADE Single Sign On (Sign In)”**
- You should now see the ADE Data Center Single Sign-On Login page (Don't Login if you're trying to change your password)
- Click **“Forgot Password”**
- You will now see the Arkansas SSO – Forgotten Password Reset page
- **Enter your username and click OK** (in most cases it is the number 1402 followed by your first initial and your last name)
- You will then see a page with your Security Questions listed. (Don't answer your Security Questions)
- At the bottom of the page you will see a hyperlink that says **“Click here to send Password Reset Link by email – Click this link**
- You will get another page that says a temporary link to reset the password has been sent via E-mail. **Click OK**
- At that point, you will be directed back to the Arkansas Single Sign On page (Don't try to login)
CLOSE ALL WINDOWS OPEN THAT ARE CONNECTED TO THE INTERNET
- Open Microsoft Outlook and look for an email from “noreply.sso@arkansas.gov”
- You will see a hyperlink that says **“Click here to reset Password” – Click that link**
- A new window will pop up for you to enter your Username – **Enter your Username and click Sign In**
- You will then see a “Change My Password” page
- Read the SSO Password Policies – A password basically needs to be 10 or more characters – must use upper and lower case – must use at least one number – Can't have any part of your Username in the password – Can't use any of the previous 6 passwords
- **Enter a new password and then reenter the same password in the Confirm blank**
- **Click Submit**
- If all went well, you should get a page that says “Your Change Password task has been submitted successfully. – **Click OK**