

# Part 1: Registration

Registering your account is required before being able to use the Password Reset Assistant. Registration can be accomplished by following the link in the upper right of the first Password Reset webpage.



## Account Reset

This screen requires that you enter your username and existing password. Simply click Log In to continue.

### Registration


Follow the steps below to register for Password Reset, which will help keep your Windows network account secure. Provide answers to the security questions below that only you can answer. After you have registered, you can quickly and easily unlock or reset your account with the Password Reset Assistant by providing answers to the questions you have defined. You can also use the Password Reset Assistant to update your e-mail address and edit your answers.

**Step 1**

You must provide the domain name, user name, and password for the account you usually use to access your computer.

Domain Name:\*

User Name:\*

Password:  

You will need to enter your email address associated with your account. The questions in this section necessary for confirming your identity when trying to reset your password or unlock your account. Please make sure to select the questions that are easiest for you to remember.

## Registration

**Step 2**

To register, provide the information below, then click "Submit".

E-mail Address:\*

Choose different security questions and provide an answer for each of them.

Question:\*

Answer:\*

Confirm Answer:\*

Question:\*

Answer:\*

Confirm Answer:\*

Question:\*

Answer:\*

Confirm Answer:\*

## Part 2: Password Reset

Now that your account is registered you are able to easily reset or unlock your account from any browser. This time, when on the main screen you will enter your district provided username (not email) and then click Submit. If you have not registered, it will warn you that your account is not registered.

### Account Reset

You can reset your password or unlock your account by following the steps below, which include entering your Windows domain name and user name, and answering your security questions.

If you are a first time user, you must first register with the "Registration" link above.

**Step 1**

You must enter your Windows network login domain and user name for the account to be reset. If you do not know your login domain and user name, contact the Help Desk.

Domain Name:\*

User Name:\*

The next screen will have you answer the identification questions that you filled out in the registration step. Once completed, click on Submit.

**Step 2**

Question      What's your mother's maiden name?  
Answer:\*     

Question      What's your pet's name?  
Answer:\*     

Question      What's your favorite color?  
Answer:\*     

Now that your identity is confirmed, you can either unlock your account or reset your password.

**Account Reset** ✕

**Domain Password Policy Requirements**

Your password must be 6 characters and contain 2 of the following criteria.

1. At least 1 uppercase letter
2. At least 1 number
3. At least 1 special character

**Select desired action**

Unlock Account       Reset Password


Enter the new password below.

New Password:     

Confirm New Password:     

**Account Reset** ✕

 Your password has been changed.