



## **APS Password Self-Service Registration and Reset**

### **To register your account for the self-service password reset (If you have not already done so):**

- Go to the website <https://register.apsk12.org>
- You must be on the APS network to register your account
- Enter your network password when prompted
- Click “Next” to begin the registration process
- Provide answers to the 3 security questions on the screen
- Click “Next” to complete the process
- Congratulations! You have successfully registered your account and can now use the self-service “password reset tool”

### **To use the self-service password reset tool:**

- You must have previously registered your account using the steps provided above ... You will receive an “Access Denied” error if your account is not registered
- Go to the website: <https://reset.apsk12.org/default.aspx>
- Enter your network username
- Click “Next”, and provide the correct answers to at least 2 of the 3 security questions on the screen
- Click “Next”, and enter your new password ... make sure that your new password follows the approved password standards (Minimum of 8 characters, which includes 1 uppercase letter and 1 numeral)
- Re-enter the new password in the required field
- Click “Next” to complete the reset process
- Congratulations! You have reset your network password