



## **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 15 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