Password Self-Service Registration

Version 1.5

Password Self-Service will allow you to reset your AACPS-CORP password or unlock your AACPS-CORP account, i.e. the account you use to log onto the computer and access the ESS program.

1. Navigate to the web site https://register.aacps.org and login as shown below. Note, you will need to use the format aacps-corp\username if you are using a non-AACPS computer. You should see the domain change under the password box to aacps-corp, as below.

![AACPS computer](image1)

![non-AACPS computer](image2)

2. Click Next to begin the registration process, as shown below.

![Password Registration](image3)

3. Enter your current password as shown below. Then click next.

![Password Registration: Your Current Password](image4)
4. You will be prompted to answer at least four questions from a list of security questions. Make sure to keep track of what your answers were, as you will need to know them to reset your password.
5. Enter each answer and as you move to the next field, the answer you typed will be replaced by asterisks. Your answers ARE NOT case sensitive.

6. Click **Next** when done. Registration is complete, as shown below.