Password Self-Service
Resetting/Unlocking Your Password

Version 1.02

1. Make sure you have registered and set up your questions and answers before you attempt to reset your password.

2. Navigate to the website https://reset.aacps.org and login as on the page shown below. The Password Self-Service link is also located at www.AACPS.org; then, select Staff, scroll down then select Password Self Service, and then Password Self Service – Reset Password.

3. Enter your username where prompted, as shown below. Click Next.

4. Answer at least two questions where prompted, as shown below.
5. Once you pass the challenge questions, you can choose to either unlock your account OR change your password.

Option A: Account Unlock

1. Select Account Unlock and click Next. The screen will load and unlock your account.

Option B: Password Reset

1. Select Password Reset and enter the new password and confirm it by re-entering it again, as shown below. Click Next

2. Your password has now been reset, as shown below.

Close your browser to end your session.