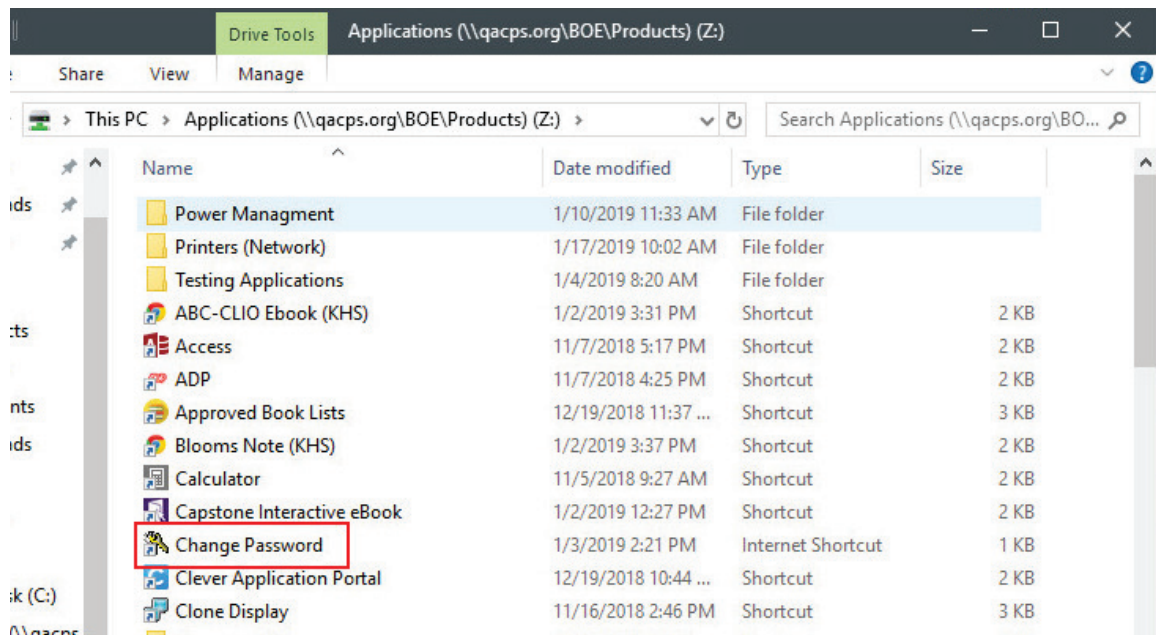


# Changing your Active Directory Password

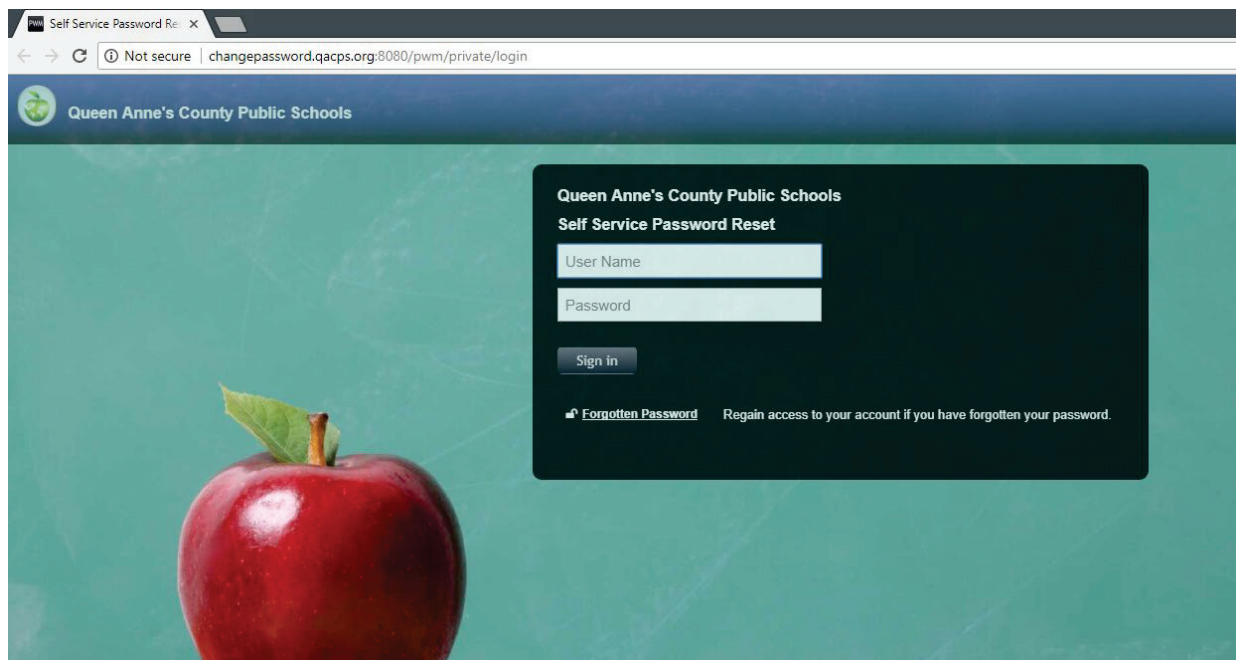
## Option 1 Using the QACPS Self Service Password Reset Website:

1. Login to your computer
2. Click on the icon **Change Password** from the **Applications** window.

If the **Applications** window is not open, then click on the shortcut on the desktop called **Applications**.



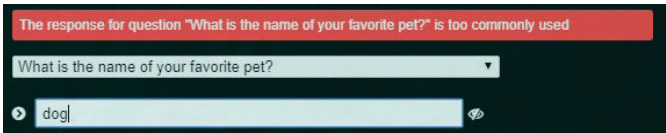
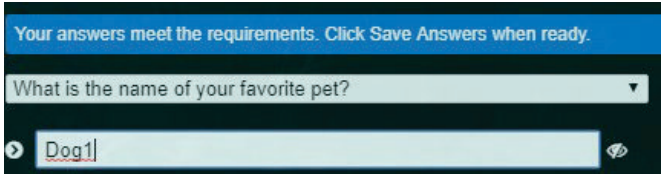
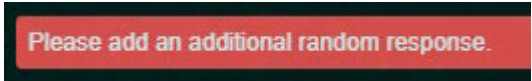
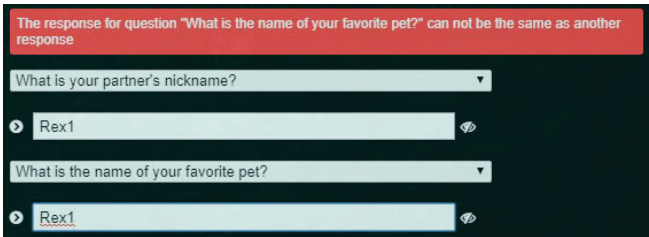
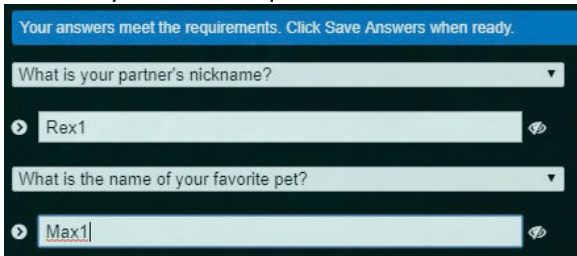
3. This will open the Google Chrome browser to the **Queen Anne's County Public Schools Self Service Password Reset** website.



# Changing your Active Directory Password

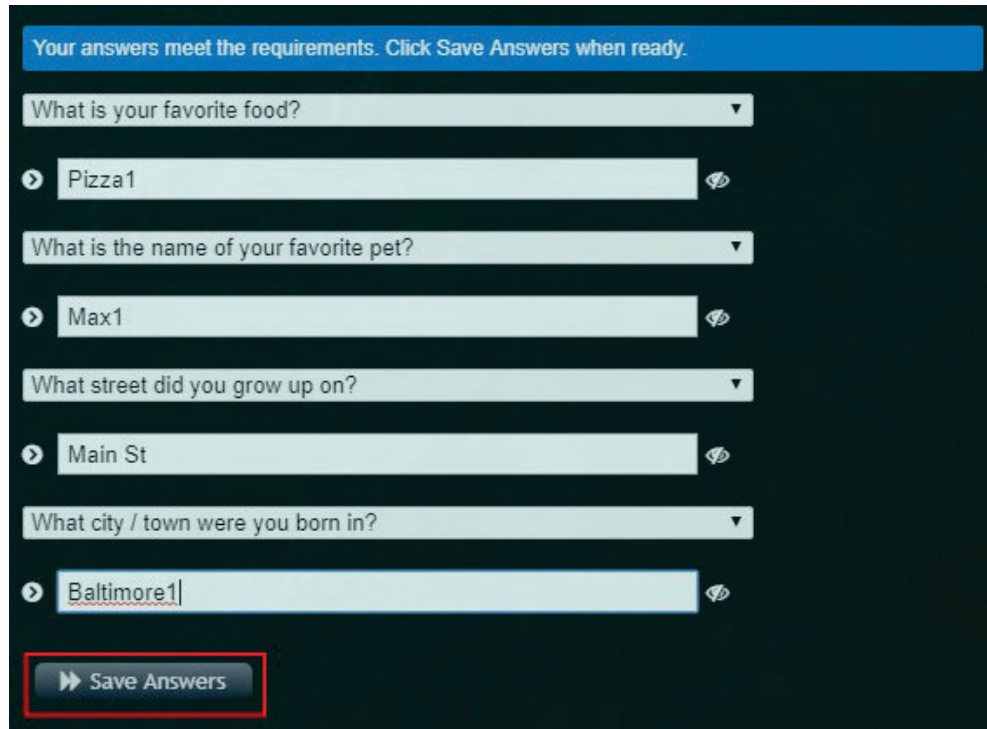
4. In the username box, type your QACPS Email Address.
5. In the password box, the password provided in welcome email or your most recent password you created for your Active Directory login.
6. Click the **Sign In** button.

7. If this is your first time using the **QACPS Self Service Password Reset** website, you will be asked to choose security questions, and provide answers. This step is setting up the ability for you to reset your password in the future if you happen to forget your password. **(If you have done this step previously, go to step 10)**

Common Security Question Errors	
Error:	Fix:
<p>The response for question...is too commonly used.</p> 	<p>Use the same answer, but make the first letter of the answer a capital letter, and place a 1 on the end.</p> 
<p>Please add an additional random response.</p> 	<p>Make sure you have selected 4 questions and provide 4 unique answers to the questions.</p>
<p>The response for question...cannot be the same as another response.</p> 	<p>You have provided the same answer for one or more of the questions. Change your answers so that they are all unique.</p> 

# Changing your Active Directory Password

8. Once you have selected your 4 security question and provided 4 unique answers, you will see a blue bar that says “Your Answers meet the requirements. Click Save Answers when ready”. Press the **Save Answers** button.

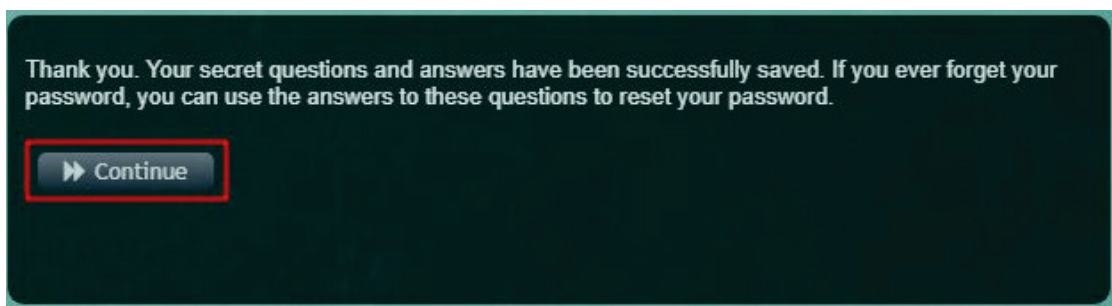


The screenshot shows a web interface for setting security questions. At the top, a blue banner reads: "Your answers meet the requirements. Click Save Answers when ready." Below this are four questions, each with a dropdown menu and a text input field:

- Question 1: "What is your favorite food?" with the answer "Pizza1" entered.
- Question 2: "What is the name of your favorite pet?" with the answer "Max1" entered.
- Question 3: "What street did you grow up on?" with the answer "Main St" entered.
- Question 4: "What city / town were you born in?" with the answer "Baltimore1" entered.

At the bottom, a button labeled "Save Answers" is highlighted with a red rectangle.

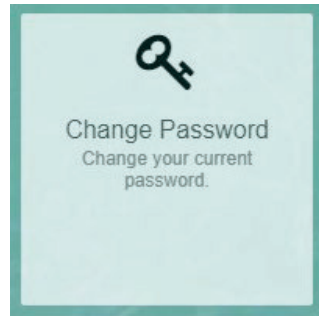
9. Press the **Continue** button to continue.



The screenshot shows a confirmation message on a dark background with a teal border. The text reads: "Thank you. Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password." Below the text, a button labeled "Continue" is highlighted with a red rectangle.

# Changing your Active Directory Password

10. Click the **Change Password** button.



11. Type in a **New Password** and then retype the same password a second time to **confirm** your new password.

Password Creation Requirements:	
Length of password	At least 8 characters long
Lowercase letter count	At least 1
Uppercase letter count	At least 1

Common Password Creation Errors	
Error:	Fix:
New password is too short	Make your password at least 8 characters long
New password does not have enough uppercase letters	Add at least 1 uppercase letter.
New password does not have enough lowercase letters	Add at least 1 lowercase letter.
Password meets requirements, please type confirmation password	Retype your new password a second time into the confirm password box.
Passwords do not match	Your New Password and Confirm Password do not match. Retype your password into both boxes until they match.

12. Once you have chosen a password that meets the requirements you will get a blue bar that says "New password accepted, please click change password". Click the **Change Password** button.

A screenshot of a password change dialog box. At the top, a blue banner contains the text "New password accepted, please click change password". Below this, there are two input fields. The first is labeled "New Password" and has a password strength indicator to its right that says "Strength: Good" with a green progress bar. The second is labeled "Confirm Password" and has a green checkmark to its right. At the bottom, there are two buttons: "Change Password" (highlighted with a red rectangle) and "Cancel".