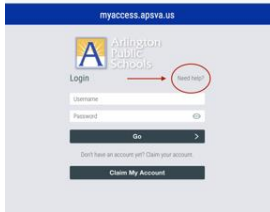


In **'MyAccess@APS'** you you have the ability to reset your password using your **'Challenge Questions'** if you do not remember your current password.

1. From the login screen click on **'Need Help?'**.



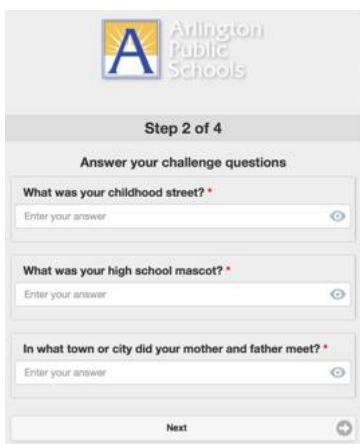
2. Click on the **'Forgot My Password'** button.



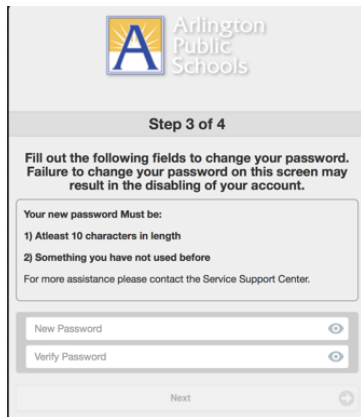
3. You will be prompted to enter **your 'Username'**.



4. You will be prompted to answer your **'Challenge Questions'**.



5. You will be prompted to enter a new **'Password'**.



A screenshot of a web interface for changing a password. At the top left is the Arlington Public Schools logo. The page is titled "Step 3 of 4". Below the title, there is a warning: "Fill out the following fields to change your password. Failure to change your password on this screen may result in the disabling of your account." A box contains the requirements: "Your new password Must be: 1) Atleast 10 characters in length 2) Something you have not used before For more assistance please contact the Service Support Center." Below this are two input fields: "New Password" and "Verify Password", each with a small eye icon to its right. At the bottom center is a "Next" button with a right-pointing arrow.

6. When your password has been changed you will get a **'Password Change Complete'** confirmation message.



A screenshot of a web interface showing the completion of a password change. At the top left is the Arlington Public Schools logo. The page is titled "Step 4 of 4". Below the title, the text reads: "Password change complete. You may now close this window."