

SELF-SERVICE PASSWORD
MANAGEMENT IS HERE!
REGISTER TODAY

@

<http://myaccount.dpsk12.org>



OVERVIEW

The Self-Service Password Management tool enables our students, parents, faculty and staff to manage their DPS network/email account password online 24 hours a day, 7 days a week. Before you can use this service, you **MUST** register with the Self-Service Password Management tool, which consists of selecting and answering three security questions. Go to <http://myaccount.dpsk12.org> today to register!

WHAT YOU CAN MANAGE

You will be able to manage the following password functions online:

- ✓ Reset forgotten DPS network/email account password
- ✓ Change a known DPS network/email account password
- ✓ Retrieve a forgotten DPS network/email account username
- ✓ Change previously registered security questions and their associated responses

WHAT YOU NEED TO DO

Set and answer your online password reset security questions so that you can use the Self-Service Password Management tool to reset your forgotten DPS network password, change your password, or lookup your DPS network username.

1. Access the Self-Service Password Management registration page at <http://myaccount.dpsk12.org>
2. Login using your DPS network/email account username and password
3. Follow the steps and set your security questions

HOW TO USE THE SERVICE

The next time you forget your password, just visit <http://iforgot.dpsk12.org> and select the “Forgot My Password” link located on the Self-Service Password Management tool homepage.

You will be prompted to answer one of your three registered security questions and to enter and confirm your new password. Once you reset your password, you can use your new password immediately, 24 hours a day, 7 days a week, without calling the DoTS Hotline for assistance.

For more information, please visit <http://iam.dpsk12.org> or contact the DoTS Hotline at 720-423-3888 or DoTS_Hotline@dpsk12.org

