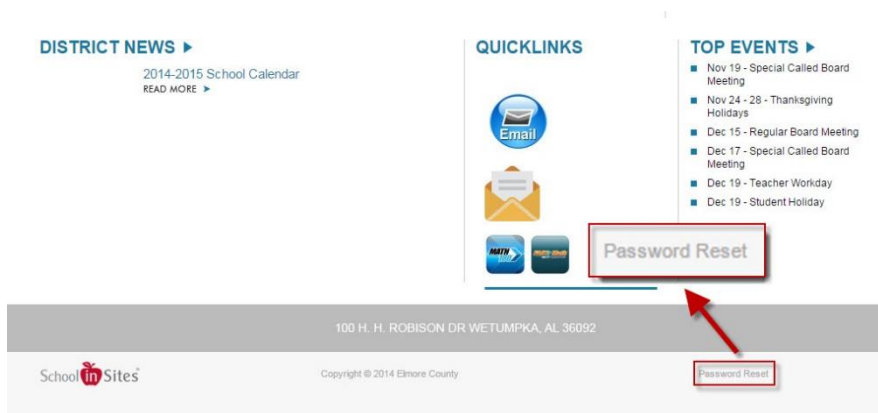# How to Enroll in the ECPS Password Reset Portal

This system allows you to change your password and unlock your account, even if you have forgotten your password.

1. Access to the self-service password reset system can be gained one of two ways. First, one can simply navigate to https://pwreset-elmoreco.asc.edu/pwreset/. Additionally, access can be gained by going to the District webpage (http://www.elmoreco.com/) and scrolling all the way to the bottom of the page. In the bottom right-hand corner select **Password Reset.**

2. Select **Enroll**.

3. Enter your username, password, and email address. You much select and answer three security questions. Once you have completed this, select **Next.**

4. Select **OK.**

- You will receive a confirmation email from Anixis (apr@example.com) once you have completed the enrollment process. If you do not receive an email please check your Email Summary before attempting to re-enroll.

  Below is a sample of the enrollment email.

Password Reset System Alert

mark as read

ANIXIS Password Reset <apr@example.com>
Wed 11/12/2014 10:04 AM
Deleted Items

To:

Your user account was enrolled in the password reset system. If you did not enroll your account in the password reset system at the time this e-mail was sent, then contact the IT Help Desk immediately as someone may be trying to access to your account.

You may be held responsible for any unauthorized actions performed with your account. Never share your username or password with anyone.

1 of 1   ▴   ▾