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.

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

DISTRICT NEWS > 2014-2015 School READ MORE >	Calendar QUICKLINKS	TOP EVENTS ► ■ Nov 19 - Special Called Board Meeting ■ Nov 24 - 28 - Thanksgiving Holidays ■ Dec 15 - Regular Board Meeting ■ Dec 19 - Teacher Workday ■ Dec 19 - Teacher Workday ■ Dec 19 - Student Holiday
	100 H. H. ROBISON DR WETUMPKA, AL 36092	2

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.*

Enter your You cannot account is I Select some	username, domain and password to confirm yu enroll if you have forgotten your password, or ocked. a questions and enter your answers to these q uestions that only you know the answers to a	our identity. if your uestions. Try
enter the s unlock your	ame answers whenever you need to reset you account.	r password or
Username	bill.gates	
Domain	ad.elmoreco.com 🔻	
Password		
E-mail	bill.gates@elmoreco.com	
Question 1	What was your first pet's name?	•
Answer	Ralph	
Question 2	What was the color of your first car?	•
Answer	Green	
Question 3	In what city or town did you meet your spouse	e/partner 🔻
Answer	Panama City	
	Cancel Next	

4. Select OK.

	Finished You have enrolled. You can now use this system to reset your password and uplok your account.
y y	and unlock your account.
	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.

Mail Calendar People Tasks

- 0 ?

mark as read

Password Reset System Alert

0

To:

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

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.

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