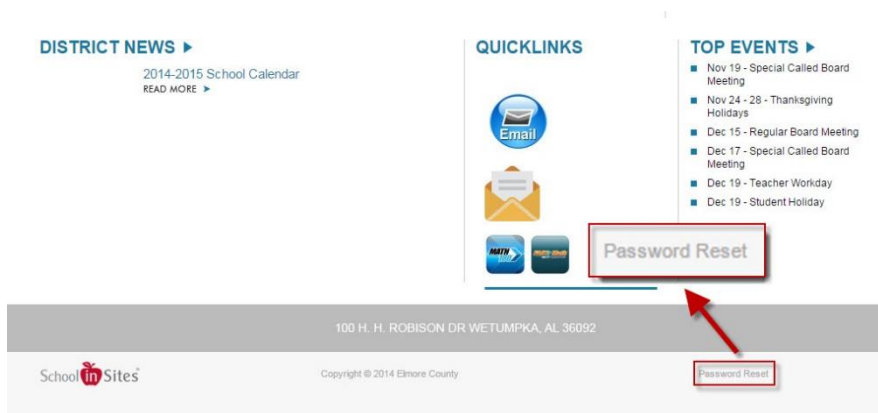


How to Enroll in the ECPS Password Reset Portal

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 must select and answer three security questions. Once you have completed this, select **Next**.

Enroll
Enter your username, domain and password to confirm your identity. You cannot enroll if you have forgotten your password, or if your account is locked.

Select some questions and enter your answers to these questions. Try to choose questions that only you know the answers to. You will need to enter the same answers whenever you need to reset your password or unlock your account.

Username:

Domain:

Password:

E-mail:

Question 1:
Answer:

Question 2:
Answer:

Question 3:
Answer:

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4. Select **OK**.

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

- 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

← REPLY ←← REPLY ALL → FORWARD ***
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.