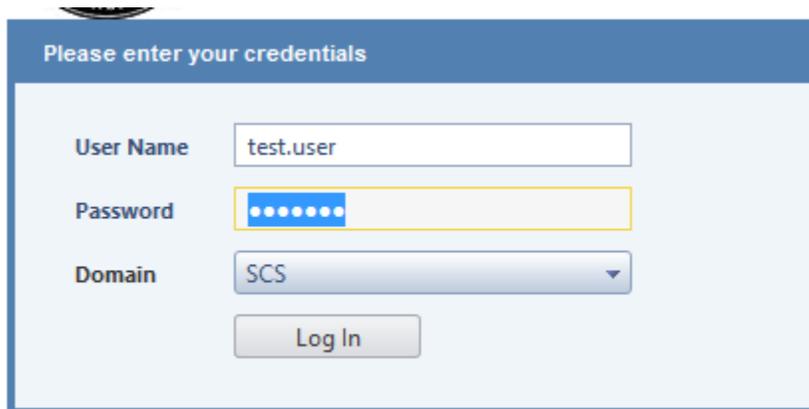


Active Directory Update/Password Reset Instructions

In order to can use the Password Reset website to reset your password you will need to login and answer some security questions. Your information will need to be updated in advance of any password issues. If you currently need a password reset, and have not updated your information, please contact our helpdesk at 451-6513 or email support@sumnerschools.org.

To begin updating your information, click on the “Update My Info” link on your desktop, and login with your user name and password. If the link is not on your desktop go to <https://self-update.sumnerk12.net> and click on the appropriate link.



The screenshot shows a login form with a blue header bar containing the text "Please enter your credentials". Below the header, there are three input fields: "User Name" with the text "test.user", "Password" with a masked password of six dots, and "Domain" with a dropdown menu showing "SCS". A "Log In" button is located below the domain field.

Fill in the user information on the “User Information” tab.

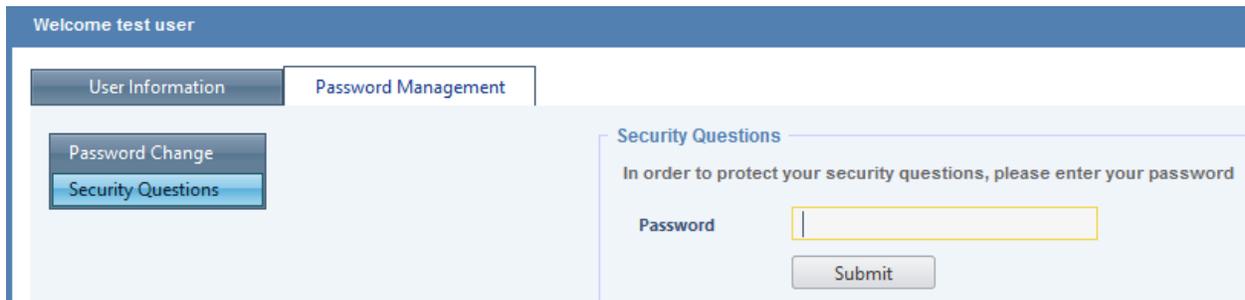
Important: Verify your email address and correct if needed.

Tip: The order you update the information on this page is important. Select Company first, followed by Primary Work Location, Department and then Title.

The Description, Alternate Email Address and Notes are all voluntary fields. The alternate email address enables us to communicate issues with you in the event you are unable to log into Active Directory or the Office 365 email.

Once you are finished click the “Update” button to save changes.

Select the “Password Management” tab on the top of the web page. Click the “Security Question” button and enter your current active directory password.



The screenshot shows a web interface titled "Welcome test user". At the top, there are two tabs: "User Information" and "Password Management", with "Password Management" being the active tab. Below the tabs, there are two buttons: "Password Change" and "Security Questions", with "Security Questions" being the active button. To the right of these buttons, there is a section titled "Security Questions" with the instruction "In order to protect your security questions, please enter your password". Below this instruction is a text input field labeled "Password" and a "Submit" button.

On the page that is displayed you will need to select seven security questions and fill in your answers. Click “Submit” to save your selections and answers.

TIP: Enter your security question answers in lower case to prevent errors when you are resetting your password.

That’s it. You are finished. You can close the webpage. Once you have setup your security questions you will be able to change your password or reset your forgotten password without the need to contact Technology. To do this, click on the “Forgot My Password” link on the desktop of a computer already logged in. Type in your user name and the code shown on the webpage and select “Continue”.



The screenshot shows a web interface titled "Welcome to Directory Password" with a "Help" button in the top right corner. The main content area is titled "User Identity" and contains the instruction "Please enter your user name to continue". Below this instruction, there are three input fields: "User Name" with the value "test.user", "Domain" with a dropdown menu showing "SCS", and "Type the code shown" with the value "0G30V" and a small "x" icon to the right. Below the "Type the code shown" field is a CAPTCHA image showing the code "0G30V" in a stylized font. At the bottom right of the form is a "Continue" button.

You will then have to respond to three security questions you answered in the “Password Management” step.

The screenshot shows a window titled "Welcome to Directory Password" with a "Help" icon in the top right corner. The main content area is titled "Security Questions" and contains the following text: "Please answer the following security questions". Below this, there are three questions, each followed by a text input field:

- Question 1: "In what city and country do you want to retire?"
- Question 2: "What is your grandmother's first name?"
- Question 3: "What are the last 5 digits of your credit card?"

At the bottom right of the form area, there are two buttons: "Cancel" and "Continue".

Once you answer the security questions correctly, you will be directed to the page to reset your password. Take note of the password policies and change your password.

The screenshot shows a window titled "Welcome to Directory Password" with a "Help" icon in the top right corner. The main content area is titled "Password Reset" and contains the following text: "Password policies:". Below this, there is a bulleted list of password requirements:

- Password must be at least 8 characters long.
- Password must contain at least 1 lowercase characters.
- Password must contain at least 1 uppercase characters.
- Password must contain at least 1 numbers.
- Password must contain at least 1 special characters.

Below the list, there is a line of text: "New password must meet the password policies." followed by two text input fields:

- Field 1: "New Password"
- Field 2: "Confirm Password"

At the bottom of the form area, there are two buttons: "Submit" and "Cancel".