Forgot Logonid / Password

1. **Open Internet Explorer**.

2. **Type** http://aup.okcps.org/aupnew in the address box.

3. **Click** the word "**here**" in the section "**Forgot Loginid / Password**."
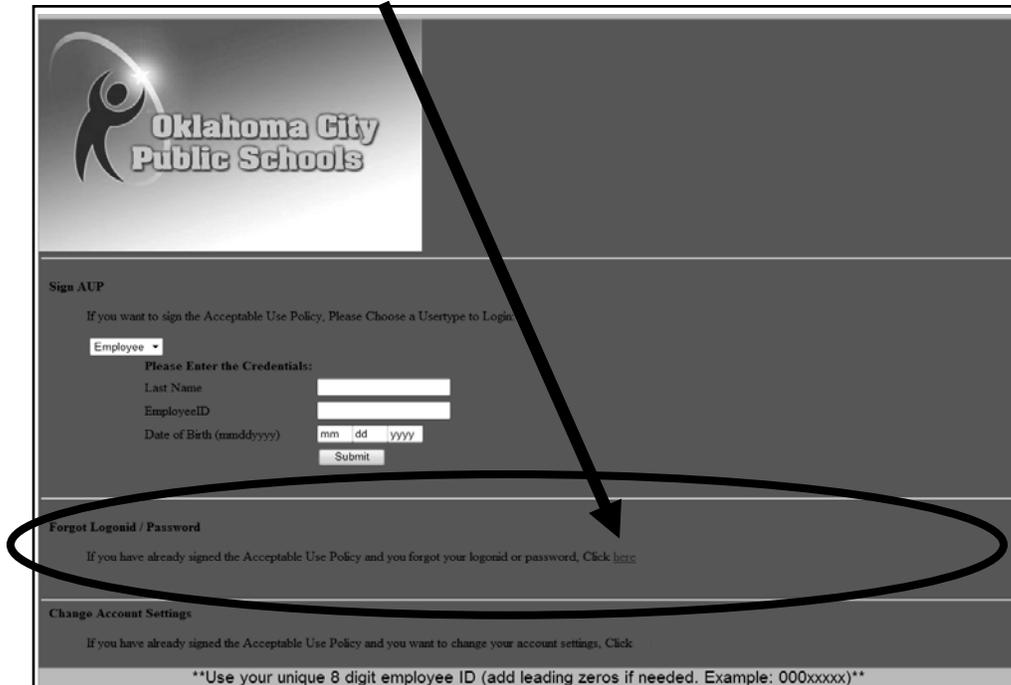
4. **Complete** the fields on the next screen.
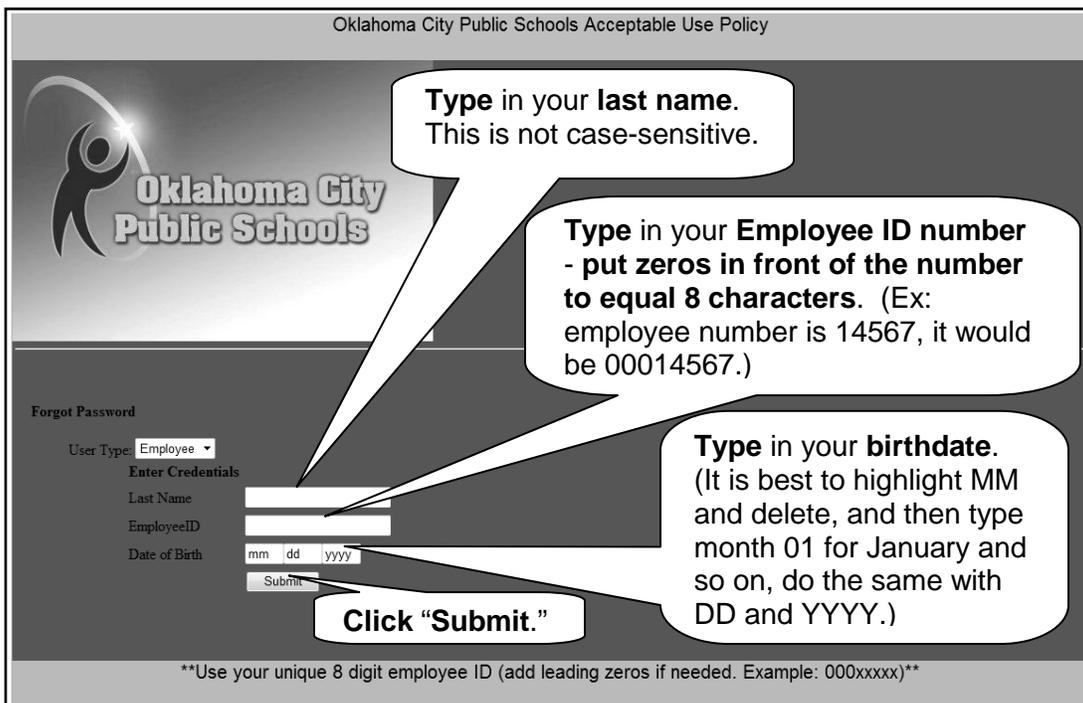
5. The next screen should appear asking you to **type** in the **answer to the secret question** you chose when you originally signed your AUP. (If you do not remember the answer to your secret question, you will have to put in a ticket with the HelpDesk.)

6. Once you enter the correct answer it will ask you to **choose** a method to change the password. Your choices are "**Randomly Generate Password**" or "**Type by User**." Due to the "rules" for creating your own password, it is recommended that random password always be chosen. **Click** "**Randomly Generate Password**."

7. **Click** "**Generate Password**" to continue. Your new password will appear.

8. **Click** "**Submit**" to finalize your new password.

9. A new screen should open up with your username, password and secret question / answer. (If this screen does not open up, see notes under #6 on page 4.) You will have about 80 seconds to write down the information. Quickly **write the information down**, including your secret question / answer. This password is random letters and numbers. **<u>Case matters!!!</u> <u>Write down the password exactly as it appears.</u>** This is your password. If you would like to change your password, please see the section on "**Changing your Password**."