

Forgot Logonid / Password

- 1. Open Internet Explorer.
- 2. **Type** <u>http://aup.okcps.org/aupnew</u> in the address box.
- 3. Click the word "here" in the section "Forgot Loginid / Password."

Sign ALP By the Acceptable Use Policy, Please Choose a Usertype to Logint Employee I Brase Eater the Credentials: EmployeeID Date of Birth (mmddyyy) Time d Submit
Forgot Logonid / Password
If you have already signed the Acceptable Use Policy and you forgot your logonid or password, Click here
Change Account Settings
If you have already signed the Acceptable Use Policy and you want to change your account settings, Click
Use your unique 8 digit employee ID (add leading zeros if needed. Example: 000xxxxx)

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."