We now have a new Acceptable Use Policy website that has some new features. **The Acceptable Use Policy website should be filled out by the end user / employee that is accepting the responsibility of the account assigned to them while employed by the district.** It is a requirement for OKCPS employees to visit the AUP site and agree to the policy before a computer username and e-mail address is created. Once you have agreed to the district policy (AUP), you will have access to the district resources and are expected to follow the policy at all times. It is advised that you read through the policy and make note of the rules and regulations of the Oklahoma City Public School System.

The AUP site is broken up into three sections:

1. Initial signing / acceptance of the AUP
2. Forgot Logon Username / Password
3. Change Account Settings (Secret Question / Answer)

For the initial signing of the AUP, you must have the correct information below:

- Last name (not case sensitive)
- Employee ID (eight digit employee ID…please see note at the bottom of the webpage.)
- Date of Birth

For the Forgot Logonid / Password, you must have the correct information below:

- Last name (not case sensitive)
- Employee ID (eight digit employee ID…please see note at the bottom of the webpage.)
- Date of Birth
- Your secret question
- The answer to your secret question

For the Change Account Settings, you must have the correct information below:

- Network ID (Username)
- Password

- The answer to your old secret question

Also, all pop-up blockers (including 3rd party pop-up blockers) need to be turned off or have the AUP site listed as an exception in all pop-up blockers. The AUP process must be fully complete in order for the process to be successful.

To Allow Pop-Ups on the AUP Site using Internet Explorer 8 or 9

1. **Click** on "**Tools**."

2. **Click** on "**Pop-Up Blocker**."

3. **Click** on "**Pop-up Blocker Settings**."

4. **Type** in http://aup.okcps.org/aupnew in the "**Address of website to allow**" box.

5. **Click** "**Add**."

6. **Click** "**Close**."

The web address for the new AUP website is: http://aup.okcps.org/aupnew .

To sign the AUP

1. **Open Internet Explorer**.

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

3. **Complete** the fields in the "**Sign AUP**" section.

NOTE: If you enter this information and the error message "Invalid credentials. Please try again.", please double check that the information you entered is the same information that is listed in SAP. The following people can verify this information for you:

- Human Capital

- School Secretary

- School Principal

- ETS Trainer

If your information is incorrectly listed in SAP, you will need to contact Human Capital to get it fixed before you can sign the AUP.

4. The next screen to appear contains the AUP. **Read** the AUP.
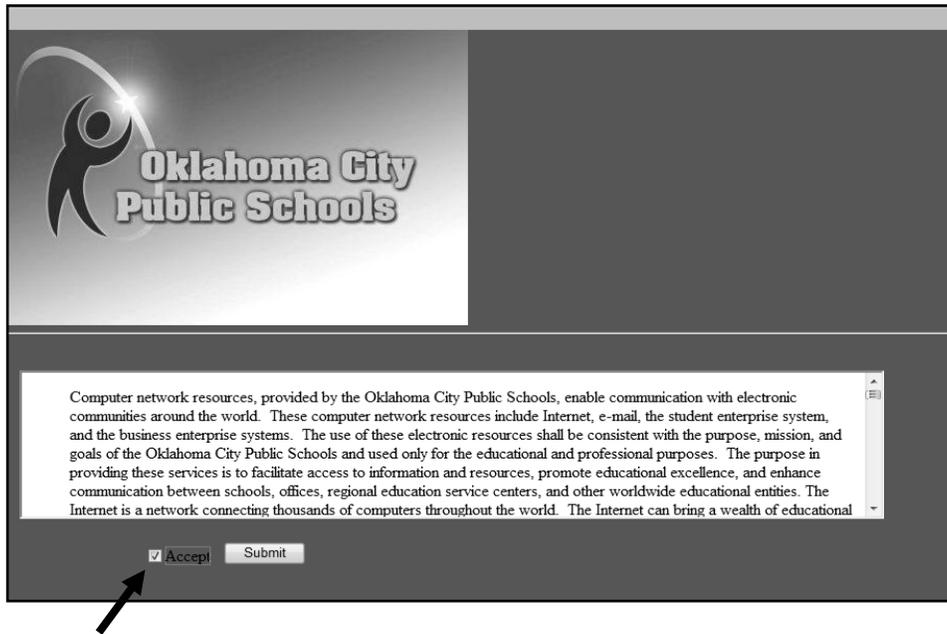
5. **Click** (check) the box at the end of the AUP. **(User is responsible for knowing what is in the AUP!)**

6. **Click** "**Submit**."

NOTE: If you did not turn on pop-ups, in **Internet Explorer 8**, you will see a yellow bar pop up at the top of the browser window. Right click on that yellow bar and choose "Always allow pop-ups on this site." In **Internet Explorer 9**, you will see a yellow box pop up at the bottom of the browser window. Click on the "Options for this site" box and select "Always allow."

Internet Explorer 8:
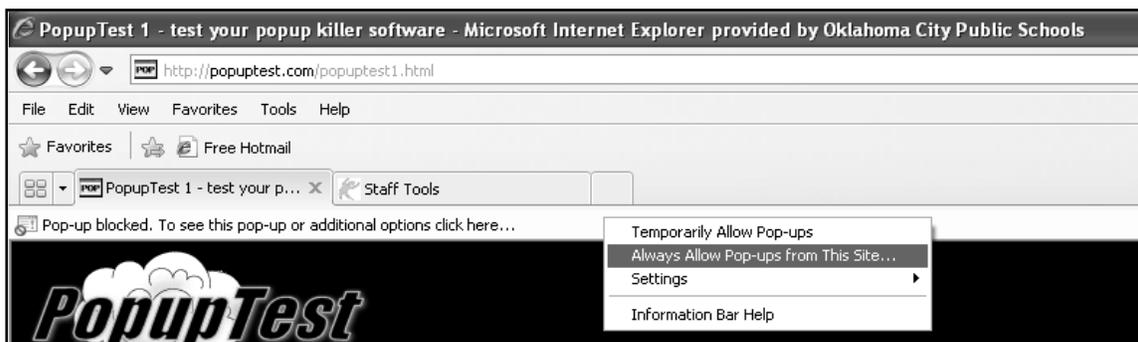
Internet Explorer 9:

7. On the next screen, **choose** a secret question from the "**Example Questions
   list**" **or create one and type the answer**. If you ever forget your password
   to login, this secret question / answer will be used to accurately identify you
   and create a new password. **It is case sensitive! We strongly
   recommend that you choose a single word that is lower case and will be
   easy for you to remember.**

8. **Click** "**Submit**".

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.)
   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. **Case matters!!! Write down the
   password exactly as it appears.** This is your password. If you would like to
   change your password, please see the section on "**Changing your
   Password**." You now have a username and password to access district
   computers and applications and an email address! Please wait about 30
   minutes before trying to log into a computer or checking email. This will give
   the system time to finalize all of your account creation.

10. **Click** "**Submit**".

To Change Your Password (after 5 business days)

1. **Log into** a computer using the username and password you were initially
   given.

2. Once you are logged in, press the **CTRL / ALT / DELETE** keys.

3. **Click** the option that says "**Change Password**."

4. **Type** in the **old password** once then you will have to enter a **new password
   2 times**.

5. Click "**OK**." It should say "**Password Successfully Changed**" or something
   like that. Your password to email, computer log in, portal log in, Lexmark log
   in, etc. has been changed!

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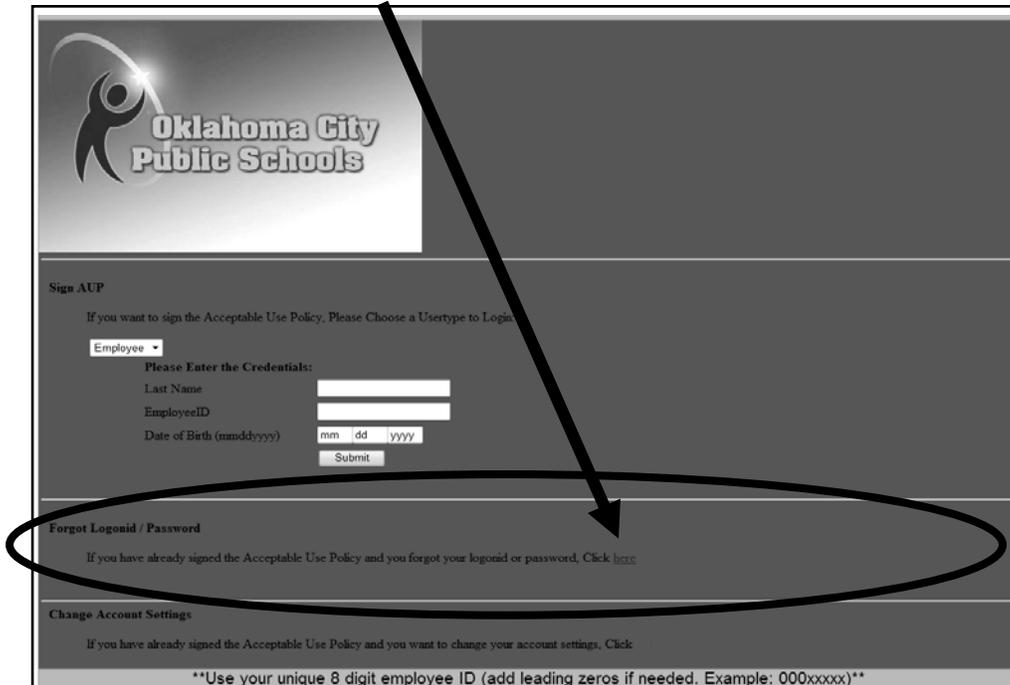
4. **Complete** the fields on the next screen.
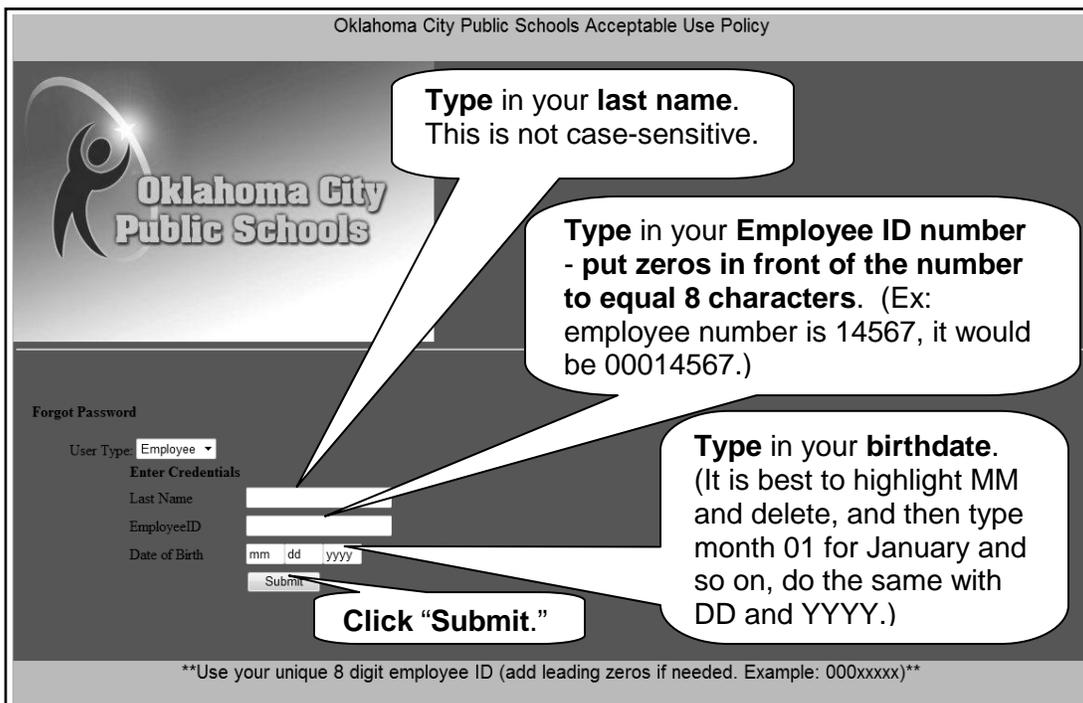
5. The next screen should appear asking you to **type** in the **answer to the secret question** you chose when you originally signed your AUP. (If you do not remember the answer to your secret question, you will have to put in a ticket with the HelpDesk.)

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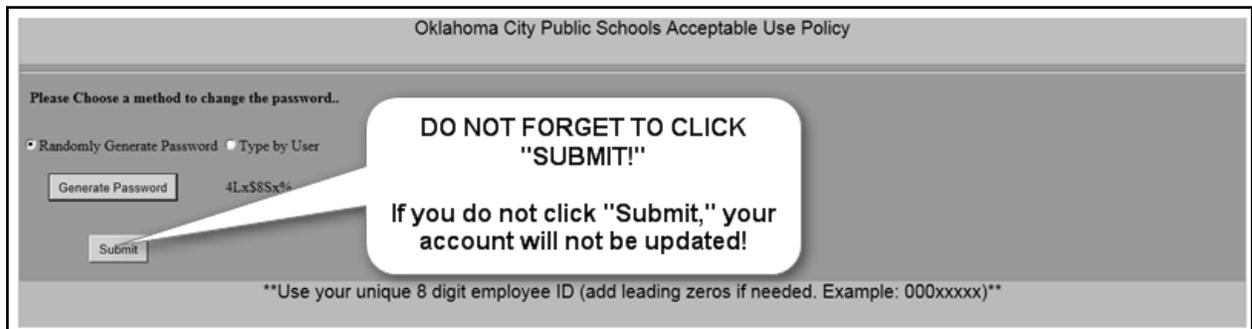
9. A new screen should open up with your username, password and secret question / answer. (If this screen does not open up, see notes under #6 on page 4.) You will have about 80 seconds to write down the information. Quickly **write the information down**, including your secret question / answer. This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

To Change Your Account Settings (Secret Question / Answer)

1. **Open Internet Explorer**.

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

3. **Click** the word "**here**" in the section "**Change Account Settings**."

4. **Complete** the fields on the next screen.

5. On the next screen you can select "**Change Password**" or "**Change Secret Question and Answer**." **Select** "**Change Secret Question and Answer**."

6. You will see your old secret question come up. **Type** in the **answer to your old question**.

7. **Type** in a **new secret question or choose one from the** "**Example Questions**" **list**.

8. **Type** in your **new secret question answer**. If you ever forget your password to login, this secret question / answer will be used to accurately identify you and create a new password. <u>**It is case sensitive! We strongly recommend that you choose a single word that is lower case answer that will be easy for you to remember.**</u>

9. **Click** "**Apply**." You should see confirmation at the bottom that says "**Update Successful**."