

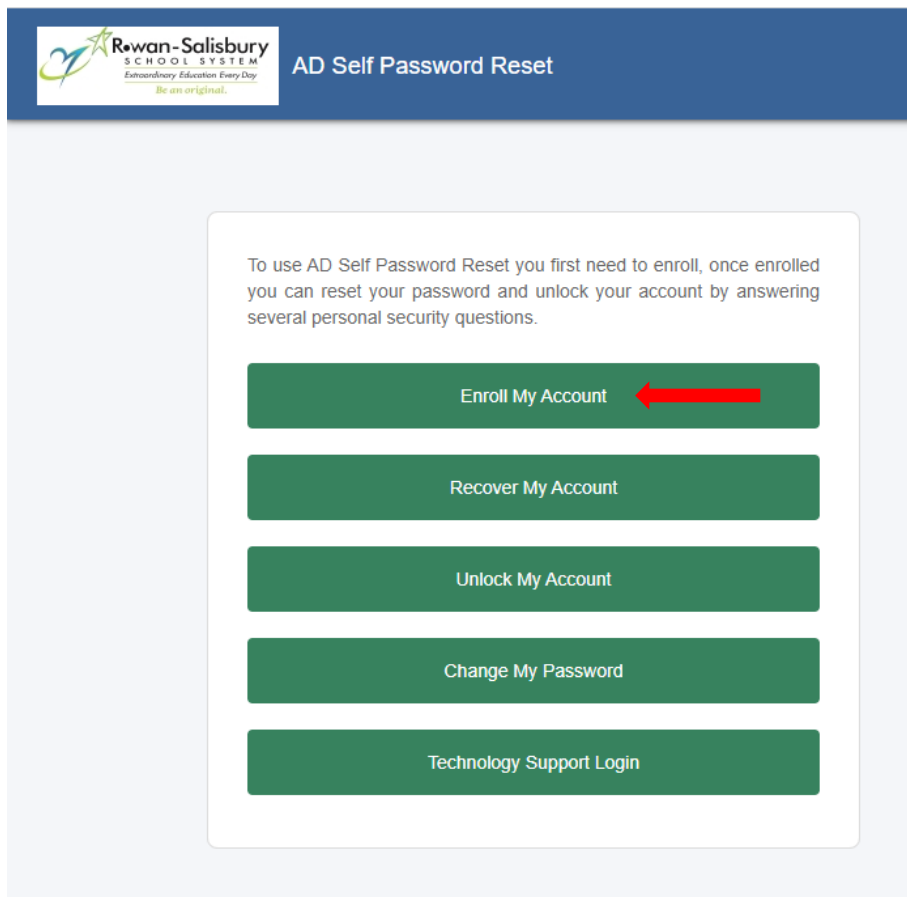
RSS AD Account Self Manage – PWReset

Step 1: On your computer, navigate to

<https://rsspwreset.rss.k12.nc.us/passwordreset>

****Please note that for security reasons this site IS NOT AVAILIABLE externally****

Step 2: Click on the **Enroll My Account Option**.



Rowan-Salisbury
SCHOOL SYSTEM
Extraordinary Education Every Day
Be an original.

AD Self Password Reset

To use AD Self Password Reset you first need to enroll, once enrolled you can reset your password and unlock your account by answering several personal security questions.

Enroll My Account ←

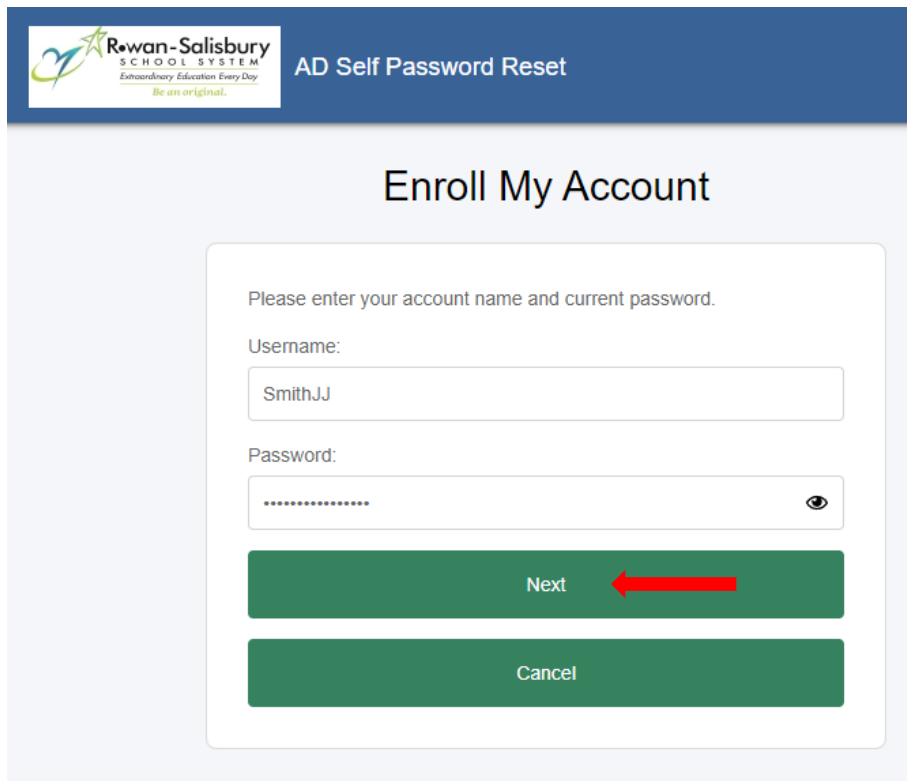
Recover My Account

Unlock My Account

Change My Password

Technology Support Login

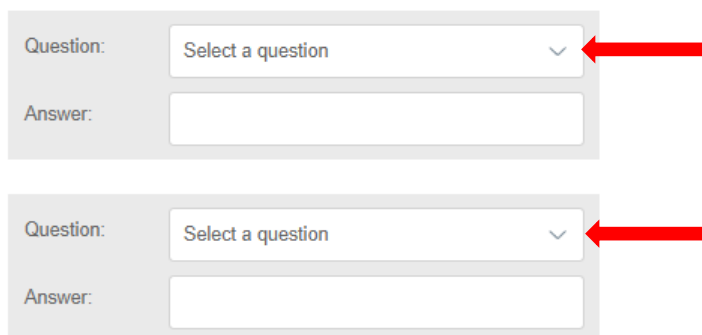
Step 3: Enter your **RSS Username** and **Password** and click **Next**.



The screenshot shows the 'Enroll My Account' page. At the top left is the Rewan-Salisbury School System logo with the tagline 'Extraordinary Education Every Day. Be an original.' To the right of the logo is the text 'AD Self Password Reset'. The main heading is 'Enroll My Account'. Below the heading is a form with the instruction 'Please enter your account name and current password.' The form contains two input fields: 'Username:' with the value 'SmithJJ' and 'Password:' with a masked password '.....'. Below the password field is a 'Next' button with a red arrow pointing to it from the right, and a 'Cancel' button below it.

Step 4: Click on the dropdown for each **Select a Question** choose a question and supply a correct answer for each.

Please answer the following questions:



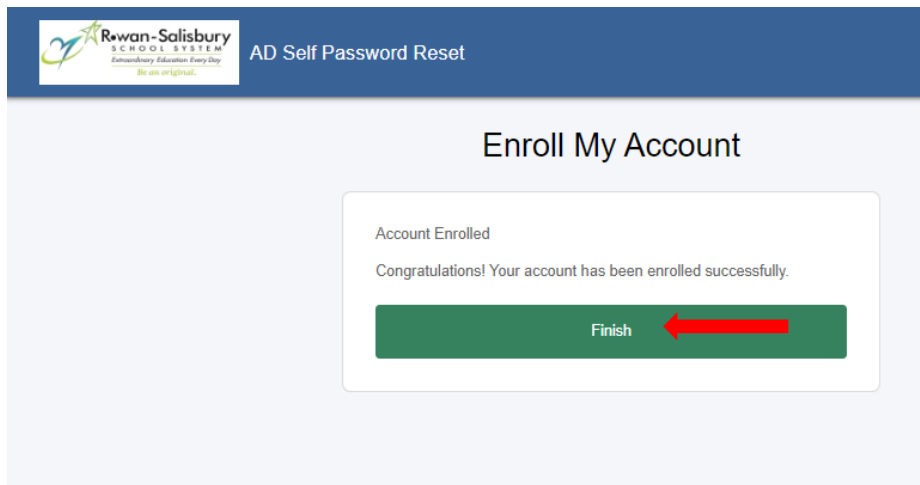
The screenshot shows two identical question-answer pairs. Each pair consists of a 'Question:' label, a dropdown menu with the text 'Select a question' and a downward arrow, and an 'Answer:' label with an empty text input field. A red arrow points to the dropdown menu in each pair.

This is what your Enroll Page should look like when completed. You are required to answer all four question fields. Please note that no two questions or answers can be the same.

The screenshot shows the 'Enroll My Account' page for AD Self Password Reset. At the top left is the logo for 'Rowan-Salisbury SCHOOLS SYSTEM' with the tagline 'Extraordinary Education Every Day' and 'Be an original.'. The page title is 'AD Self Password Reset'. The main heading is 'Enroll My Account'. Below this, it says 'Please answer the following questions:'. There are four question fields, each with a dropdown menu and a text input field for the answer. The questions are: 'What is your mother's maiden name?', 'What is your mother's middle name?', 'What is your father's middle name?', and 'What was the name of your first school?'. At the bottom, there are two buttons: 'Next' and 'Cancel'. A red arrow points to the 'Next' button.

Once completed click **Next**

Step 5: You have now successfully enrolled in the **Password Management Portal** for your account. You can click **Finish** to exit.



With this Enrollment you can now use the other options that are listed on the Main Management Page.

Recover your Account: Used for an unknown password. You will provide the answer to the challenge questions you just completed and will be prompted to enter a "New Password"

Unlock your Account: Used for an account that has become locked from too many bad attempts. This will get you immediate access to your account provided you answer the challenge questions correctly. Please note that an Account Lock will also automatically release after a 30-minute window from the time of the lockout.

Reset your Password: Used for a basic reset of your account password when you know your current password and answer the challenge questions correctly.

If you have any issues please see your schools ITF or call the Technology Helpdesk @ x435763 or 980-330-1078 for additional assistance.