

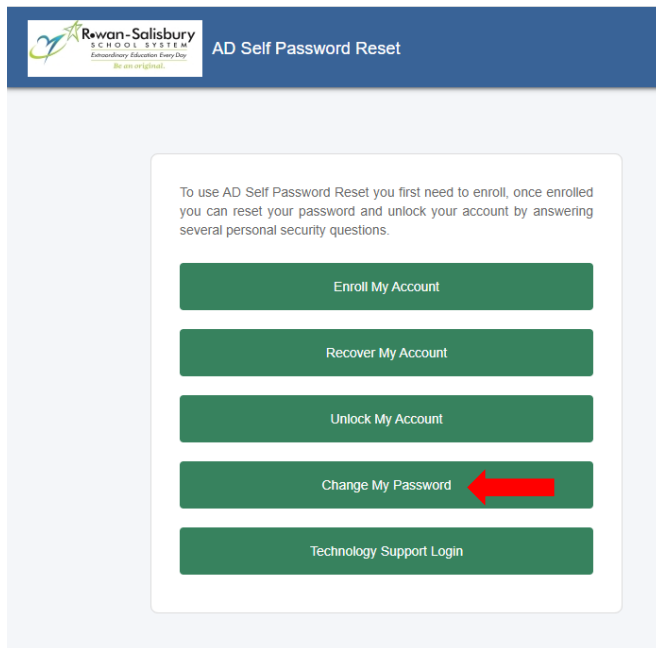
## RSS AD Account Self Manage – Change My Password

**Step 1:** On your computer open a web browser and 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 **Change My Password** Option.



**Step 3:** Enter your **RSS username** and **current password**. You will need to choose a **New Password** for your account. You will need to enter it a second time for conformation. Provide both passwords match you will receive an embolden **Match** notice. Please make sure to read the requirements for account Passwords. If all looks good, then click **Next**.

Change My Password

Please enter your username and current (old) password information. Then choose a new password and enter it in both the New and Confirm password fields.

\*\*\*Remember that passwords must be at least 10 characters in length and meet the following requirements\*\*\*

- ✓ Uppercase, Lowercase, Number, and/or Special Character.
- ✓ Cannot use any part of your username.
- ✓ Cannot use any of your last 5 passwords.

Username:  
McFlyJJ

Old password:  
.....

New password:  
..... Strong

Confirm password:  
..... Match

Next

Cancel

**Step 4:** You should now then see this screen and can click **Finish**. Your RSS account password has now been changed. You should now be able to login to O365/Google/ADFS/ETC. Using your new password.

Change My Password

Password Changed

Congratulations! Your password has been changed successfully.

Finish

Also please remember that you will need to update your password for any Mail clients that may be installed on additional devices (mobile) that you may have. If you are not automatically prompted to update the password when the app is opened, then that can be completed thru the settings/options for that program/application.

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