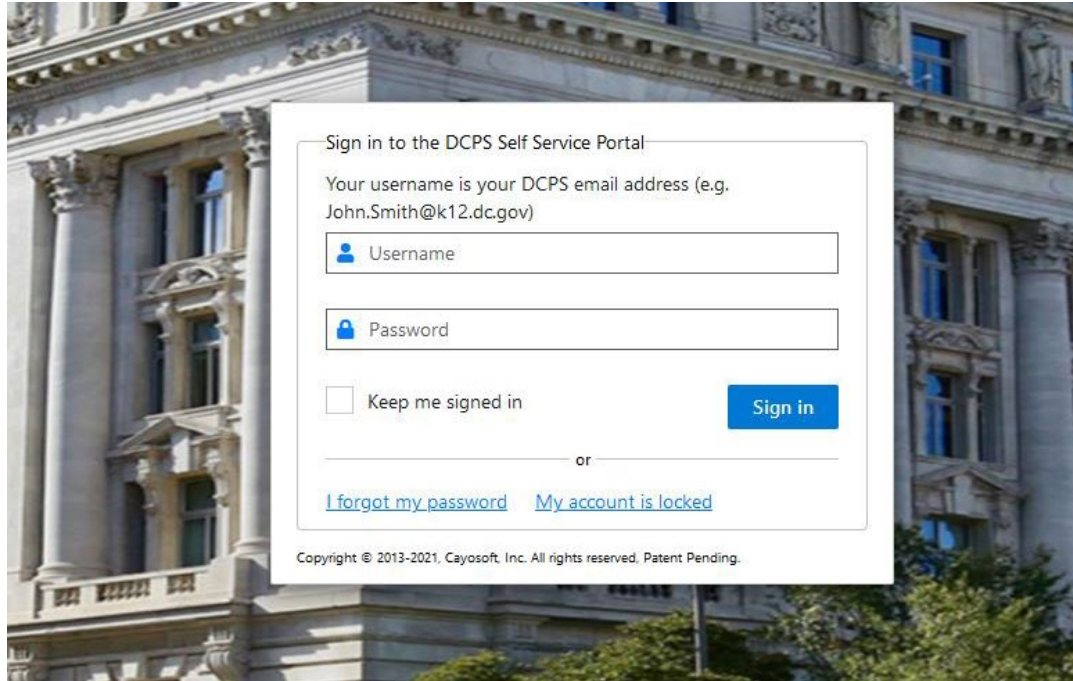


DCPS Self-Service Password Reset Instructions

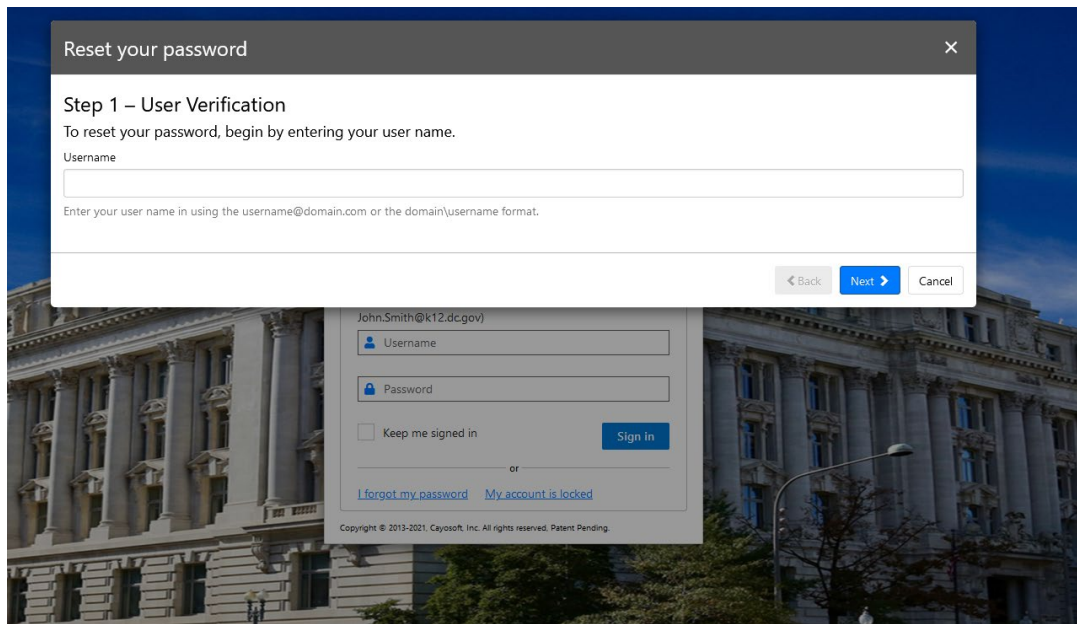
How to Reset your DCPS Active Directory / Office 365 Password

1. Please launch your web browser and go to the following site <https://dcps.password.dc.gov/>

The Self Service Portal is only available from within the DC Public Schools network



2. Tap **"I forgot my password"** and enter your DCPS Office 365 email address /username when prompted (Hint: your email address / username ends in @k12.dc.gov)



DCPS Self-Service Password Reset Instructions

3. You will then need to answer the following three security questions to validate your identity:

- What is your **Employee ID**?
- What is your **birth month and birth day**? (MMDD format)
- What is your **W2 ZIP Code**?

**** Zip Code of your home address where your year-end tax forms are sent to ****

Reset your password

Step 2 – User Verification

Please answer the question using the same answer provided during self-service enrollment.

Questions:

What is your Employee ID?

What is your birth month and birth day? (MMDD)

What is your W2 zip code?

Answers:

Back Next Cancel

Password

Keep me signed in Sign in

I forgot my password My account is locked

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4. You will then be prompted to enter in a new password. **If all three security answers are correct**, your password will be reset. If not, you will be notified that one of the answers failed and you will need to go back and answer the security questions correctly.

Reset your password

Step 3 – Enter a new password

Enter new password:

Note: Password must meet complexity requirements

Confirm new password:

Password requirements

- Password length should be at least 12 characters
- Must contain uppercase and lowercase letters, numbers, and symbols
- Password cannot contain your username

Back OK Cancel

Sign in

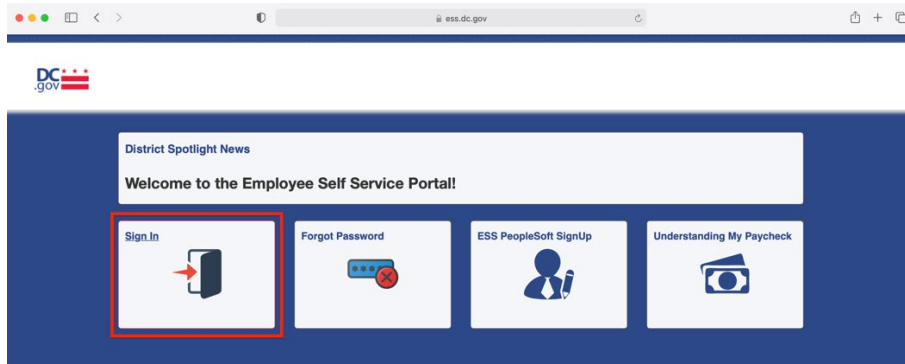
I forgot my password My account is locked

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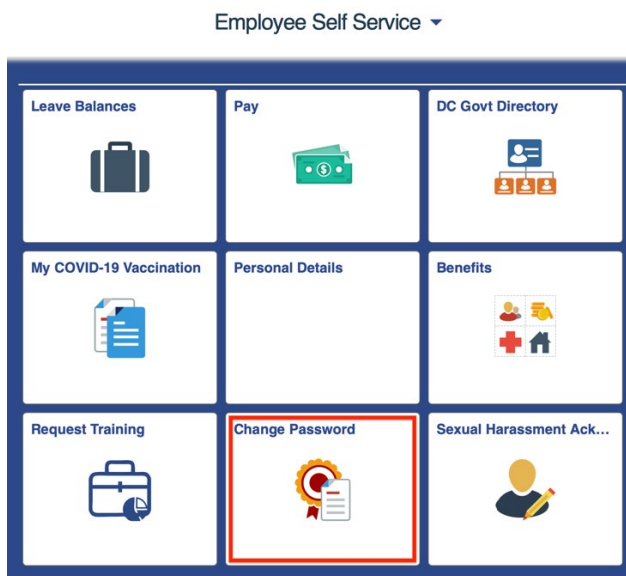
DCPS Self-Service Password Reset Instructions

How to Find your DCPS Employee ID

1. Please launch your web browser and log into the PeopleSoft Employee Self Service Portal - <https://ess.dc.gov>



2. Once logged in, click on the Change Password tile:



3. Please select **Change Password**:

Change Password

User ID 00079709

Description John Smith

*Current Password

*New Password

*Confirm Password

At the top of the page you will see your DCPS Employee ID, you will not need to change your password. Once you captured your DCPS Employee ID, you can simply close the web browser.