

# Student Self-Service Reset Password Maintenance

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## Tool Description

If you have forgotten your **Google password** (.NET email username), you can access the Self-Service Reset Password Maintenance tool to reset your password. **In order to use this feature, you must know your existing Google password and complete the enrollment process. This process only resets your student Google password.**

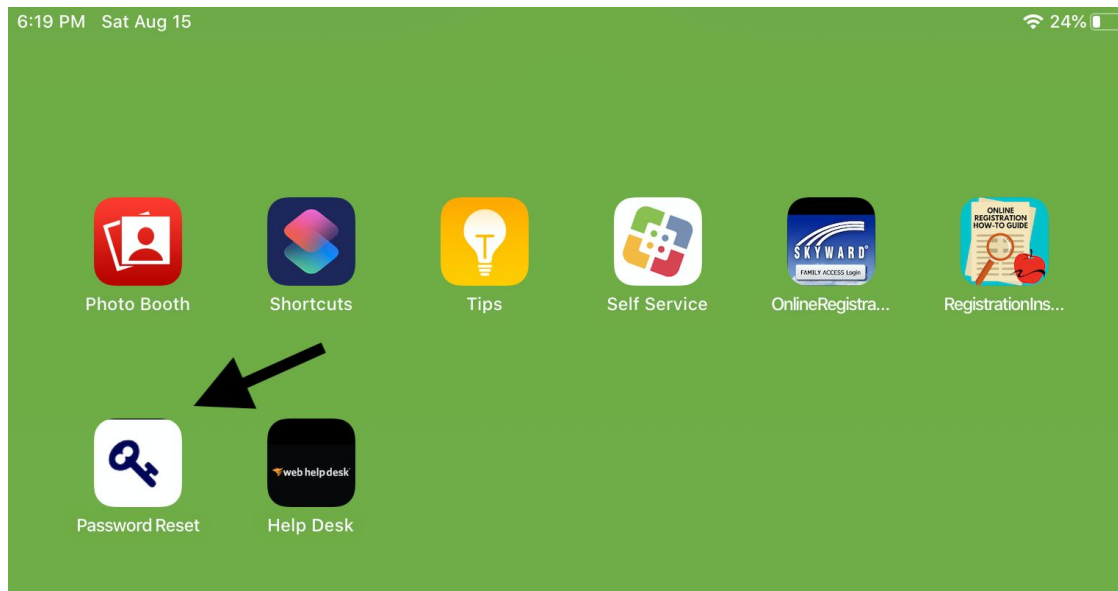
### **Tool Availability:**

The SSRPM tool will be available for buildings that have completed their iPad deployment. Watch out for your building to communicate the day and time of your iPad deployment.

## SSRPM Enrollment Steps:

1. Visit the SSRPM site

Click the Password Reset icon from your iPad

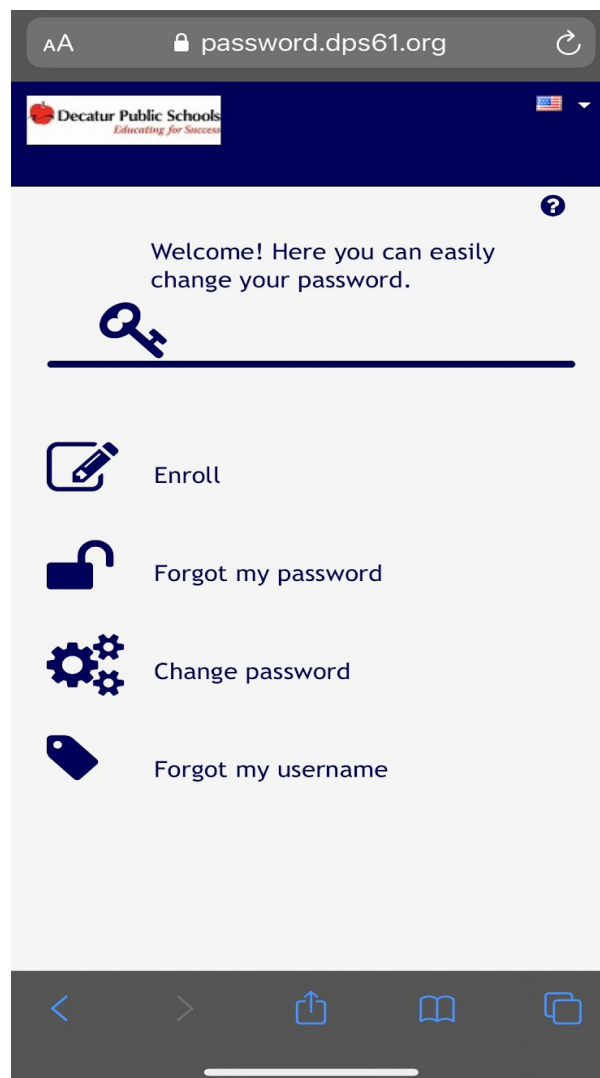


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Alternate way to access SSRPM

Visit <https://password.dps61.org> using Safari on your iPad or from any web browser on any device.

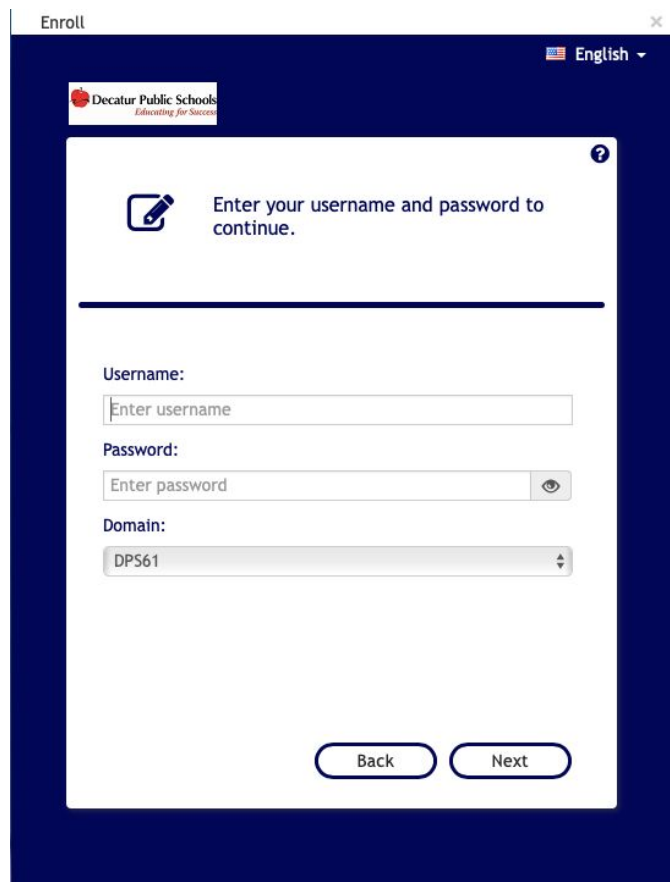
2. Click Enroll



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3. Enter your username.
  - Your Student ID (do not include the @dps61.NET)
  - Password:
    - If you have NOT updated your Google password this school year, follow the standard Google password convention as outlined below:
      1. Uppercase first name initial
      2. lowercase last name initial
      3. Student Birthdate (MMDDYY)
      4. EXAMPLE: Ab010182
    - Otherwise, enter your updated Google password
  - The domain should be DPS61

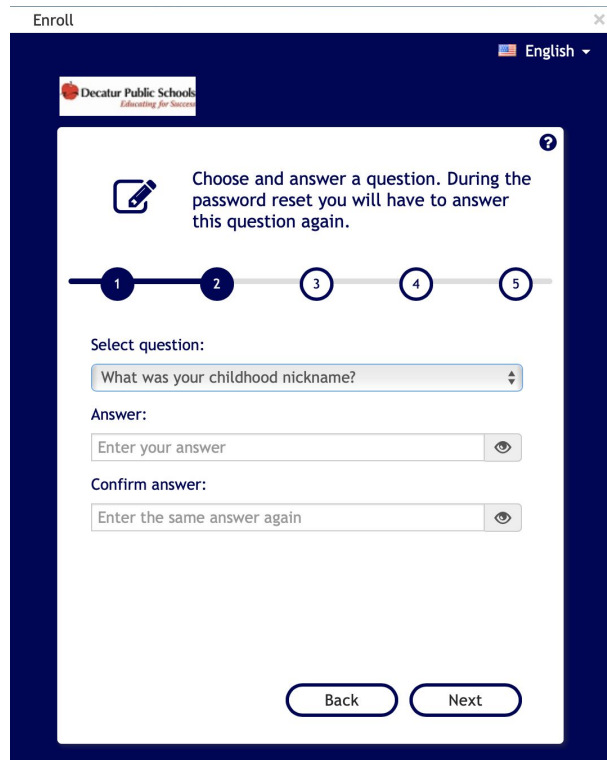
If you do not know your password, you cannot complete the enrollment process. Please submit a Help Desk ticket to reset your password.



The screenshot shows a web browser window titled "Enroll" with a close button in the top right corner. The page header includes the Decatur Public Schools logo and the text "Decatur Public Schools Educating for Success". A language dropdown menu is set to "English". The main content area has a heading "Enter your username and password to continue." with a pencil icon. Below this are three input fields: "Username:" with a placeholder "Enter username", "Password:" with a placeholder "Enter password" and an eye icon for toggling visibility, and "Domain:" with a dropdown menu showing "DPS61". At the bottom of the form are two buttons: "Back" and "Next".

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4. Select and answer 3 challenge questions.



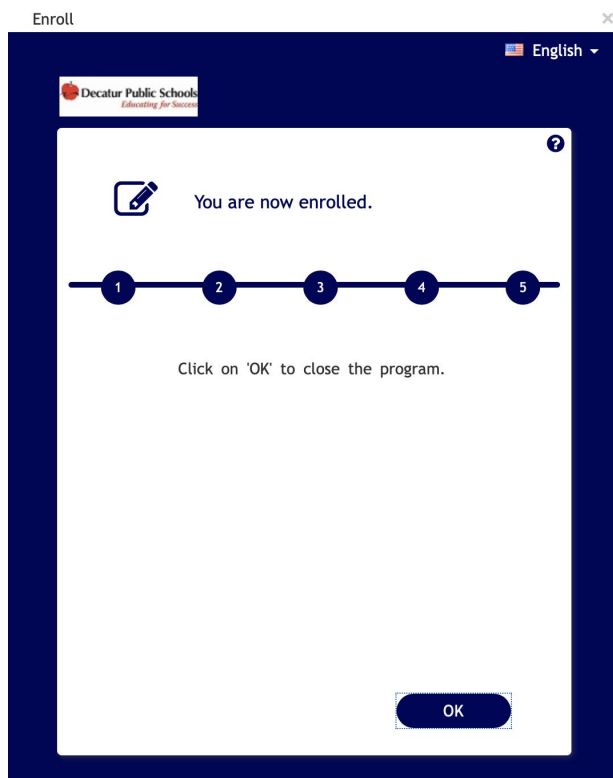
The screenshot shows a web browser window titled "Enroll" with a language dropdown set to "English". The Decatur Public Schools logo is visible at the top. The main content area has a dark blue background with a white panel containing the following elements:

- A pencil icon and the text: "Choose and answer a question. During the password reset you will have to answer this question again."
- A progress indicator with five numbered circles (1-5). Circle 1 is highlighted in dark blue, indicating the current step.
- A "Select question:" dropdown menu with the selected option: "What was your childhood nickname?".
- An "Answer:" text input field with the placeholder "Enter your answer" and a visibility toggle icon.
- A "Confirm answer:" text input field with the placeholder "Enter the same answer again" and a visibility toggle icon.
- "Back" and "Next" buttons at the bottom.

5. Once you have answered the 3 challenge questions, your enrollment is complete.

Going forward, you can visit <https://password.dps61.org> from any web browser to reset or change your password.

If you have any issues using the tool, please submit a Help Desk ticket at [www.dps61.org/help](http://www.dps61.org/help).



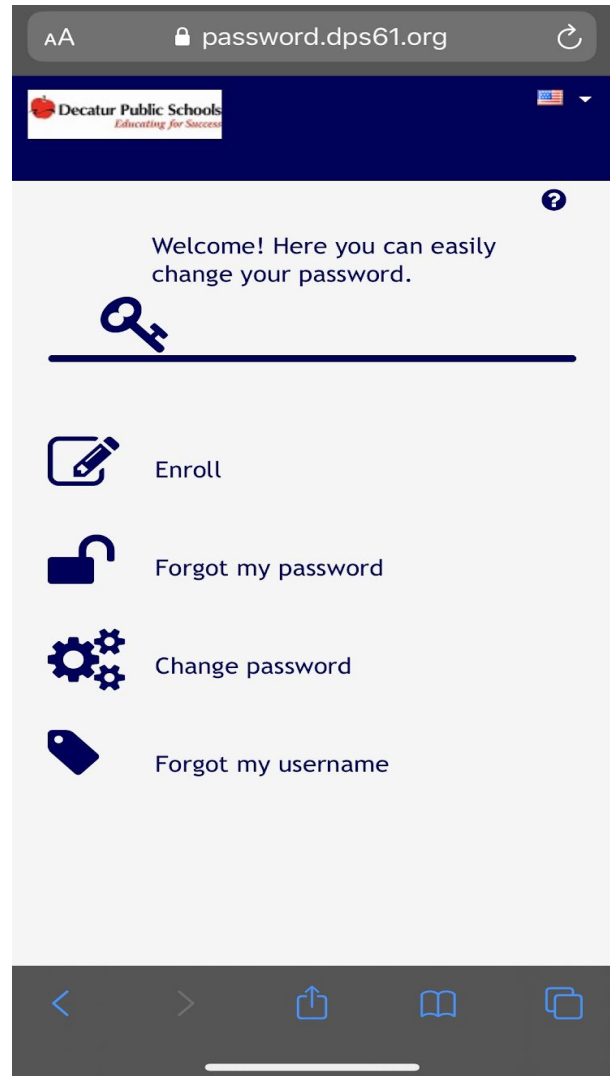
The screenshot shows the same "Enroll" web browser window. The main content area now displays a confirmation message:

- A pencil icon and the text: "You are now enrolled."
- The progress indicator with five numbered circles (1-5). All circles are now highlighted in dark blue, indicating completion.
- The text: "Click on 'OK' to close the program."
- An "OK" button at the bottom.

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## Change Password Instructions

1. Visit <https://password.dps61.org>
2. Click Change Password





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3. Enter your username.
  - a. Student ID (do not include '@dps61.org')
  - b. Password Convention
    - i. Upper case first name initial
    - ii. lower case last name initial
    - iii. Student Birthdate (MMDDYY)
    - iv. EXAMPLE: Ab010182
  - c. The domain should be DPS61

Change Password x


English ▼

 Decatur Public Schools  
*Educating for Success*

 Logon to change your password.

1 2 3

Username:

Password:  
 

Domain:


Back Next


# Student Self-Service Reset Password Maintenance

4. Create a new password. The password criteria will be listed.

Change Password ×

English ▼


 Decatur Public Schools  
Educating for Success


 Enter your new password. ?

1 — 2 — 3

- ✗ The password must be at least 8 characters long
- ✗ Do not use words contained in your username or name
- ✗ Use at least three of the four following character types:
  - number
  - special character (e.g. !, \$, #, %)
  - upper case character
  - lower case character

New password:





[Back](#) [Change](#)

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5. Once complete, the confirmation screen will display.

**Note:** Your Google password will instantly be updated and you can proceed with logging in.

