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
Alternate way to access SSRPM
Visit [https://password.dps61.org](https://password.dps61.org) using Safari on your iPad or from any web browser on any device.

2. Click Enroll
Student Self-Service Reset Password Maintenance

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.
4. Select and answer 3 challenge questions.

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.
Change Password Instructions

1. Visit https://password.dps61.org
2. Click Change Password
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
4. Create a new password. The password criteria will be listed.
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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.