

Student Self-Service Reset Password Maintenance

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 Google password.**

Tool Availability:

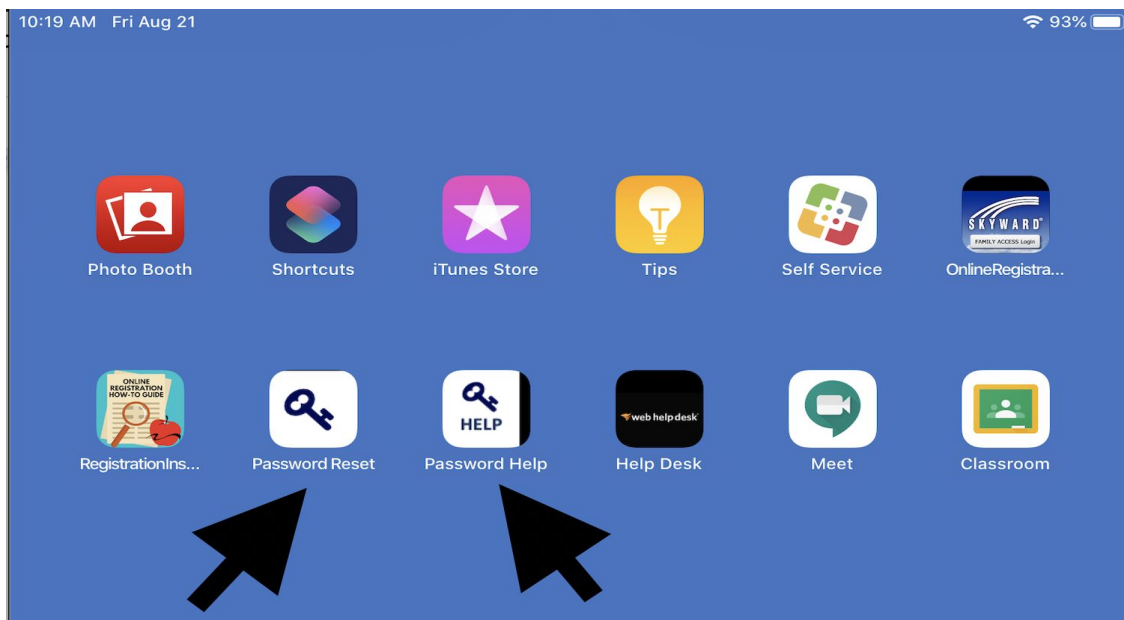
The SSRPM tool will be available for buildings that have completed their iPad deployment. Watch out for your building to communicate the day and time of your iPad deployment.

SSRPM Enrollment Steps:

1. Visit the SSRPM site

Click the Password Reset app from your iPad.

If you need instructions on how to reset your password, click the Password Help app

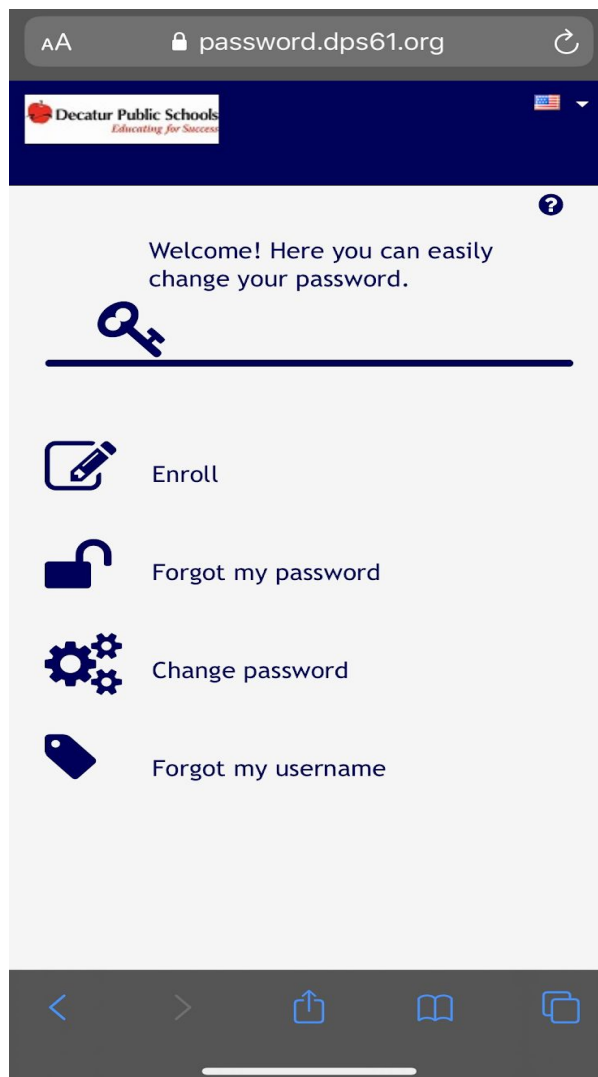


Student Self-Service Reset Password Maintenance

Alternate way to access SSRPM:

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

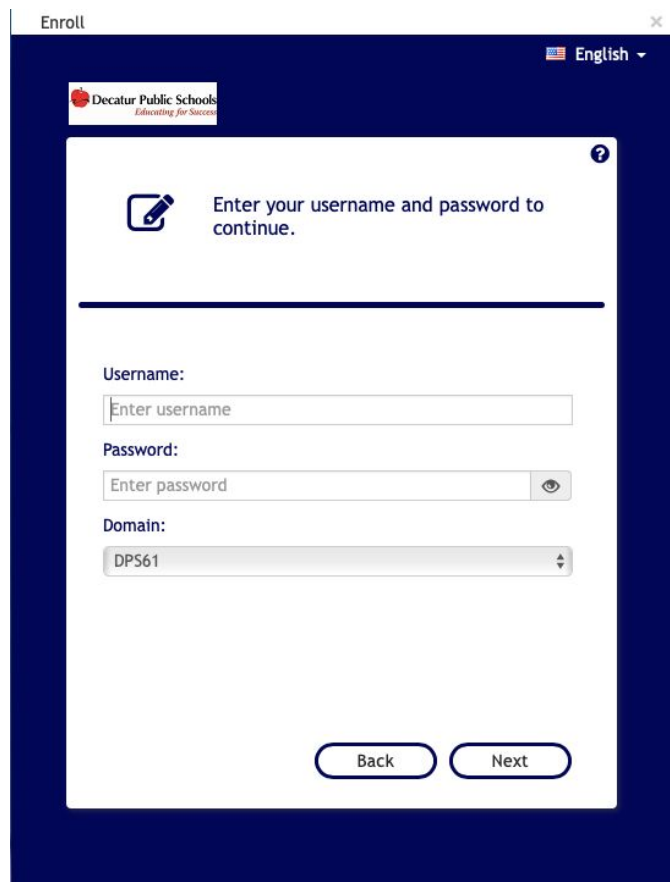
2. Click Enroll



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

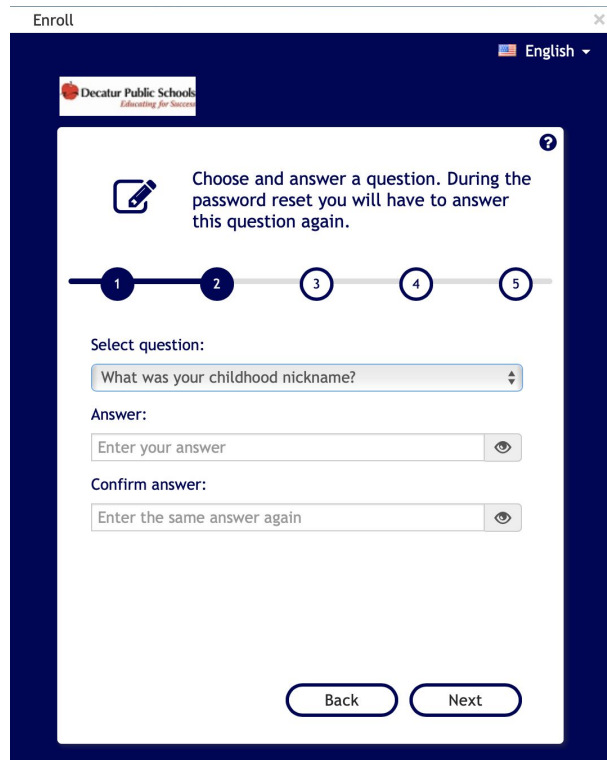
If you do not know your password, you cannot complete the enrollment process. Please submit a Help Desk ticket to reset your password.



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".

Student Self-Service Reset Password Maintenance

4. Select and answer 3 challenge questions.

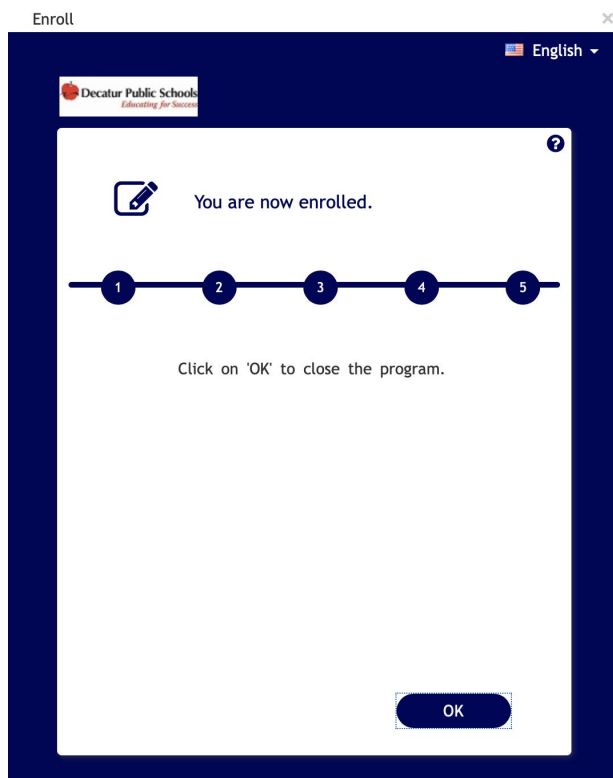


The screenshot shows a web browser window titled "Enroll" with a language dropdown set to "English". The Decatur Public Schools logo is visible at the top left. The main content area has a dark blue background with a white panel. At the top of the panel, there is a pencil icon and the text: "Choose and answer a question. During the password reset you will have to answer this question again." Below this is a progress indicator with five numbered circles (1-5) connected by a horizontal line. The first circle is filled, indicating the current step. Underneath, there is a "Select question:" dropdown menu with the selected option "What was your childhood nickname?". Below that are three input fields: "Answer:" with a placeholder "Enter your answer" and an eye icon, "Confirm answer:" with a placeholder "Enter the same answer again" and an eye icon, and "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.

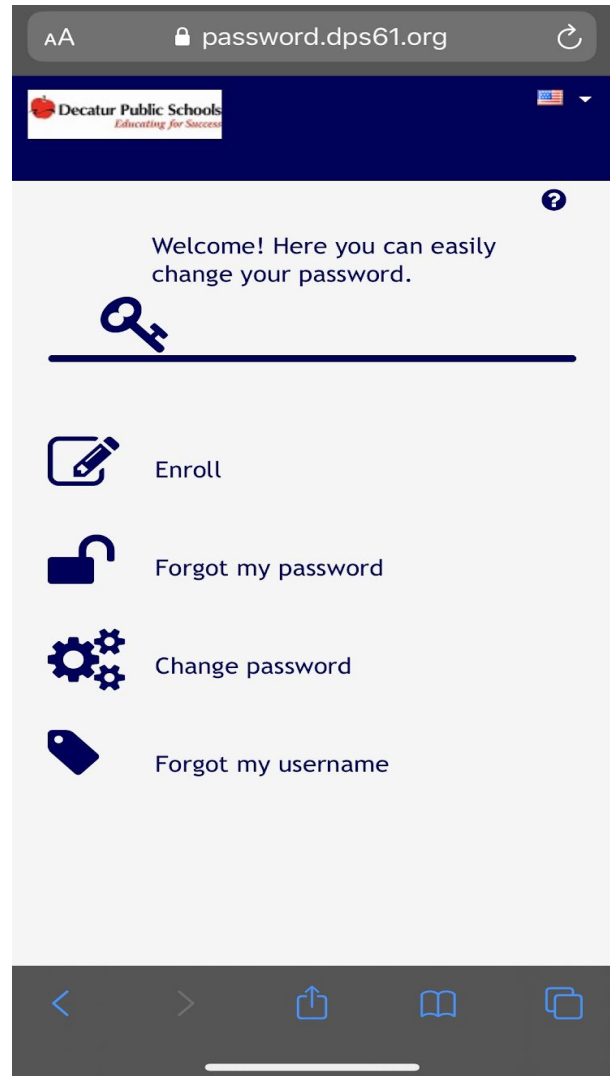


The screenshot shows the same "Enroll" web browser window. The progress indicator now shows the first three circles filled, and the fourth circle is also filled, indicating completion. The main text in the white panel reads: "You are now enrolled." Below the progress indicator, it says: "Click on 'OK' to close the program." At the bottom center, there is a single "OK" button.

Student Self-Service Reset Password Maintenance

Change Password Instructions

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



Student Self-Service Reset Password Maintenance

3. Enter your username.
 - a. Student ID (do not include @dps61.NET)
 - 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


The screenshot shows a web application window titled "Change Password" with a close button (X) in the top right corner. The interface is in English, as indicated by the "English" dropdown menu in the top right. The Decatur Public Schools logo, "Educating for Success", is in the top left. The main content area has a dark blue background with a white panel containing a gear icon and the text "Logon to change your password." Below this is a progress indicator with three steps: 1 (active), 2, and 3. The form fields are: "Username:" with a text input field containing "Enter username"; "Password:" with a text input field containing "Enter password" and a toggle icon; and "Domain:" with a dropdown menu showing "DPS61". At the bottom are "Back" and "Next" buttons.


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](#)

Student Self-Service Reset Password Maintenance

5. Once complete, the confirmation screen will display.

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

