

Updating your TAC or eSchool Password

To change your password, please follow these steps to reset your SSO/Active Directory password:

1. For best success, we recommend that you **close ALL browsers**
2. Re-open an internet browser and navigate to "www.apscn.org > Security > Security Resources > ADE Single Sign On"
3. Do not enter a user name and password – instead click "Forgot Your Password" (not username)
4. Enter your user name and then select "Click here to send Password Reset Link by email" (this is recommended over having an ADAM send you the link or over answering your security questions, if you have any)
5. **THIS STEP IS IMPORTANT – close all browser windows and web applications**
6. After insuring that all browser windows are closed, open email and click the link to allow SSO to be opened by the browser in the proper manner
7. After you enter your login ID you will be able to enter a new password (make sure to follow the listed criteria, **no part of your name (first, last, or ID)**, etc)