

Changing eSchool or TAC Password

Here are the instructions for changing your password for any of the state systems, if you can't remember your password to login to the SSO site:

1. Go to our web site and click on **ADE Single Sign On (SSO)** under the Important Links section of the Main Menu.
2. Click on **Password**.



3. On the next page, put in your TAC user id (6201firstinitiallastname):

Arkansas SSO - Forgotten Password Reset

• = Required

Please enter the following information to verify your identity:

•User ID

OK

Cancel

4. Click OK.
5. On the next page, **DO NOT** answer security questions. Go straight to the bottom of the page and click "Click here to send Password reset link by email."
6. Click OK.
7. Check your **email** for the message about resetting your password, open it, and click on the link to reset your password.
8. When resetting your password, follow these rules!!!!!!
 - a. At least 10 characters long.
 - b. At least 1 capital letter.
 - c. At least 1 number.
 - d. **NO SPECIAL CHARACTERS OR SYMBOLS!!!!**
 - e. It must **NOT** have 3 letters in a row from your first or last name or 3 numbers in a row from our LEA-6201. (ex. *Summit001* for me would not work because of the "mit.")
 - f. It must **NOT** be one that you have used since we started using TAC/eSchool.

9. Put in your new password, and then put it in again to confirm it. Click OK or Submit.
- 10. DO NOT try to login to either TAC or eSchool now. Follow the directions below.**
11. Close down **ALL** Internet browsers (ex. Chrome, Internet Explorer, Firefox, Safari, even ones that have some other web page open).
12. Now open an Internet browser (any of the above for teachers except Chrome, **ONLY Internet Explorer** for eSchool users).
13. Go to TAC enter your user id: 6201... and your NEW password, or go to eSchool and enter your user id: apscn\6201...