

# Account User SSO Guide

## Managing Your Active Directory Account in SSO.

- Visit [www.apskn.org](http://www.apskn.org), select menu item “Security” then “Security Resources”.  
*If desired, access link directly at <https://adedata.arkansas.gov/security/>.*
- On the “Security Resources” page, select “ADE Single Sign On (Sign In)” - enter ‘Username’ and ‘Password’.

**ADE Single Sign-On Login**

Don't have an account? [Register here](#)

Username : 2301ajulian

Password : [masked]

Forgot your [Username](#) or [Password](#)?

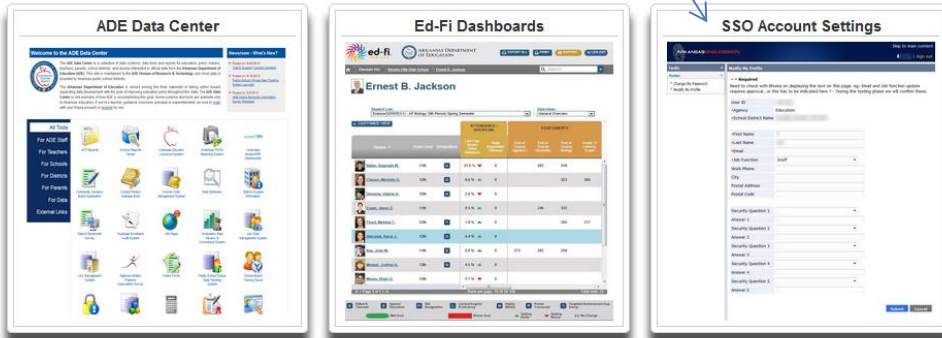
[Sign in](#)

Still want to use Triand or ADE Account to login? [Visit here](#)

- To access the management menus, select the “SSO Account Settings” icon.  
*Icons displayed will vary.*

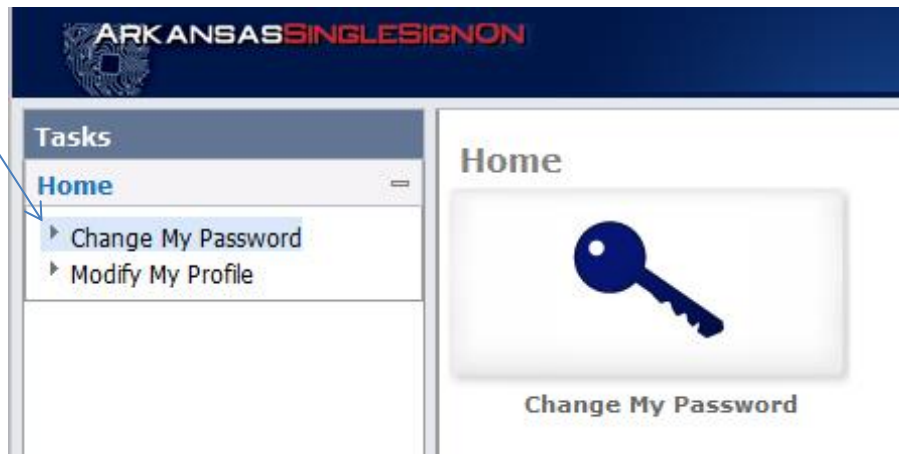


Welcome to SSO Launch Page. Please select your destination.



## Change My Password

- In the left pane, click “Change My Password”



- ‘Enter’ and ‘Confirm’ a new password, and click ‘Submit’.

Antonella Julian | [Sign out](#)

### Change My Password

Please enter the new password as per the Arkansas Single Sign On Password Policies listed below.

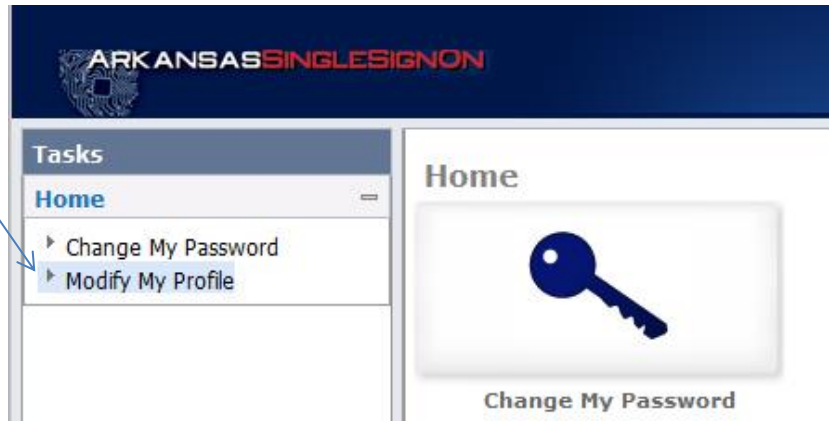
User ID	2301ajulian
Enter New Password	●●●●●●●● <i>Strong</i>
Confirm New Password	●●●●●●●●

- Minimum password length: 8
- Maximum password length: no limit
- Minimum lowercase characters: 1
- Minimum uppercase characters: 1
- Minimum special characters: 1
- Allowed special characters: all special characters
- Disallowed characters: none
- Password dictionary: none
- Password History: 6
- Username cannot be part of the password: yes

[Submit](#) [Cancel](#)

**Modify My Profile**

- In the left pane, click “Modify My Profile”



- In the first section on the ‘Modify My Profile’ screen, if you attempt to modify fields such as First Name, Last Name, Email, or Job Function, a notification will be sent to the Active Directory Account Managers at your location for approval or denial of the request. The requested changes will not take place until addressed by the Active Directory Account Manager.

**Modify My Profile**

• = **Required**

Note: Changes to Email and Job Function will be routed to your administrator for approval.

User ID	2301ajulian
• Agency	Education
• School District Name	Conway
• First Name	<input type="text" value="Antonella"/>
• Last Name	<input type="text" value="Julian"/>
• Email	<input type="text" value="ajulian@csd.not"/>
• Job Function	<input type="text" value="Teacher"/>
Work Phone	<input type="text"/>
City	<input type="text"/>
Postal Address	<input type="text"/>
Postal Code	<input type="text"/>

- In the second section on the 'Modify My Profile' screen, it is imperative that you answer security questions for your account.

Security Question 1	<input type="text"/>
Answer 1	<input type="text"/>
Security Question 2	<input type="text"/>
Answer 2	<input type="text"/>
Security Question 3	<input type="text"/>
Answer 3	<input type="text"/>
Security Question 4	<input type="text"/>
Answer 4	<input type="text"/>
Security Question 5	<input type="text"/>
Answer 5	<input type="text"/>

- If you fail to answer security questions for your account, you will not be able to click 'Forgot your Username' or 'Forgot your Password' on the login screen. In the case that you forgot to answer your security questions, contact one of your local Active Directory Account Managers for assistance.

### Enter Username and Password

Username :

Password :

[Sign in](#)

Forgot your [Username](#) or [Password](#) ?