## Account User SSO Guide Managing Your Active Directory Account in SSO.

- Visit <u>www.apscn.org</u>, select menu item "Security" then "Security Resources". *If desired, access link directly at <u>https://adedata.arkansas.gov/security/</u>.*
- On the "Security Resources" page, select "ADE Single Sign On (Sign In)" enter 'Username' and 'Password'.

	Don't have	e an account? <u>Register he</u>
Username :	2301ajulian	
Password :	•••••	
rgot your <u>User</u>	name or Password?	

• To access the management menus, select the "SSO Account Settings" icon. *Icons displayed will vary.* 

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## Change My Password

• In the left pane, click "Change My Password"

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Tasks	Hama
Home	Home
Change My Password	
Modify My Profile	

• 'Enter' and 'Confirm' a new password, and click 'Submit'.

SNUN			🙎 Antonella Julian   Sign out
Change My Password			
Please enter the new pa	assword as per the	e Arkansas Single	Sign On Password Policies listed below.
User ID	2301ajulian		
Enter New Password	•••••	Strong	
Confirm New Password	•••••		
<ul> <li>Minimum password len</li> <li>Maximum password len</li> <li>Minimum lowercase ch</li> <li>Minimum uppercase ch</li> <li>Minimum special charae</li> <li>Allowed special charae</li> <li>Disallowed characters</li> <li>Password dictionary:</li> <li>Password History: 6</li> <li>Username cannot be p</li> </ul>	ngth: 8 ngth: no limit naracters: 1 naracters: 1 acters: 1 cters: all special c : none none part of the passwo	haracters ord: 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	
• = <b>Required</b> Note: Changes to Emai	I and Job Function will be routed to your administrate
User ID	2301ajulian
<ul> <li>Agency</li> </ul>	Education
•School District Name	Conway
•First Name	Antonella
•Last Name	Julian
•Email	ajulian@csd.not
•Job Function	Teacher -
Work Phone	
City	
Postal Address	
Postal Code	

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

Security Question 1	-
Answer 1	
Security Question 2	
Answer 2	
Security Question 3	•
Answer 3	
Security Question 4	
Answer 4	
Security Question 5	•
Answer 5	

• 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.

Sign in
Forgot your Username or Password ?