Identity Automation - Password Management Process - Student

Identity automation allows users to have the same sign on login username and password for Active Directory (how users log in to a computer), Google Apps, Student Self-Serve, Lynda.com, and Canvas. The tool used for the password management system is RapidIdentity.

Students in Grades 4 through 12 must change their password from the default password and set up security questions and answers.

Setup Security (challenge) questions when you first log in.

- 1. Open a browser.
- 2. Navigate to http://password.aisd.net.
- 3. The login screen will display.
- 4. Enter your username.
- 5. Enter your password.
- 6. Click Login.

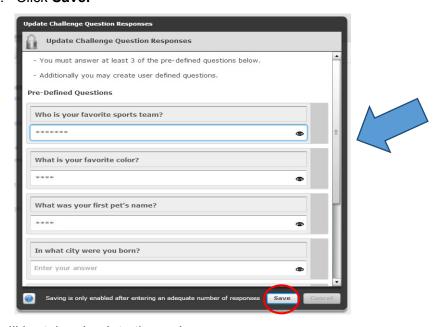
*For all new users (student), the default password is "Aisd1234".
The password is case sensitive.



Note: If you do NOT know your <u>username or password</u> please ask **your Campus Technology Manager or Lan Tech for help.**

You will be prompted to answer "challenge" questions.

- 7. Answer at least 3 questions.
- 8. Click Save.



You will be taken back to the main page.

9. Click the **Logout** button located at the top right of the main screen.



10. Close the browser window after logging out.

Security questions option: You may add your own personal security questions and answers. **However, you must answer at least 3 of the pre-set questions first.**

- 1. Scroll to the bottom of the questions page.
- 2. Click on the green plus button 🖭

*Each click creates a new question and answer pair.



3. Enter the questions and answers as desired.

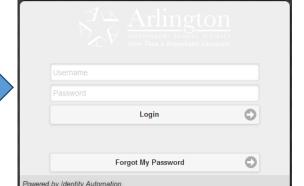


4. Click Save.

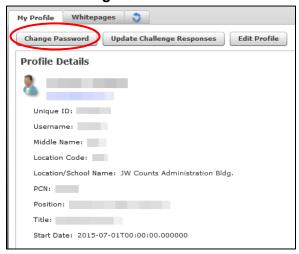
Click the red circle to remove your personal question and answer pair.

How to Change Your Password

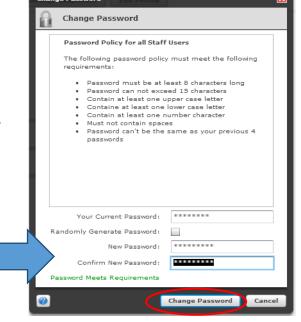
- 1. Open a browser.
- 2. Navigate to http://password.aisd.net.
- 3. The login screen will display as shown here.
- 4. Enter your username.
- 5. Enter your password.
- 6. Click Login.



7. Click the Change Password Tab.



- 8. Enter Your Current Password.
- 9. Enter a New Password.
- Enter your New password again to Confirm Your New Password.
- 11. Click Change Password

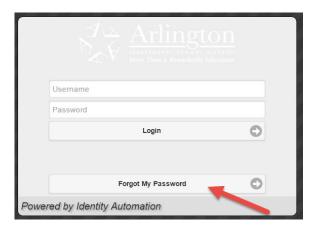


12. Click **OK** Password Change Complete.

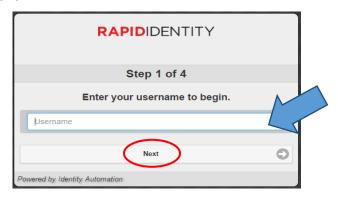


Forgotten Password Instructions - If You Know Your Username

- 1. Open a browser.
- 2. Navigate to http://password.aisd.net.
- 3. The login screen will display.
- 4. Click on Forgot My Password.



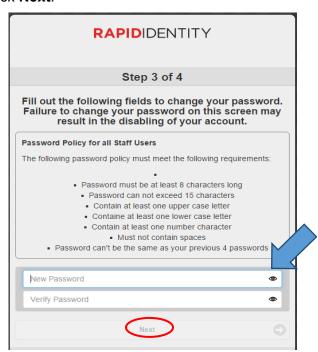
- 5. Enter your **username**.
- 6. Click Next.



- 7. Answer your challenge questions.
- 8. Click Next.



- 9. Enter a New Password.
- 10. Enter your **New Password** again to verify **Your New Password**.
- 11. Click Next.



12. Click the word "here" in blue.

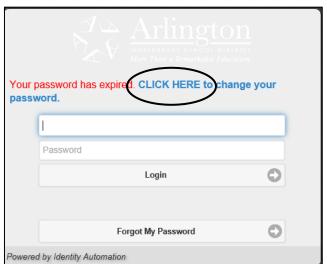


Forgotten Password Reset Instructions

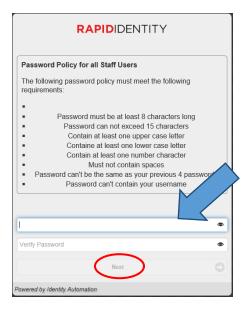
When the helpdesk resets your password, the following message will display the first time you login.

1. Click on the BLUE CLICK HERE.

*Do not be alarmed by the red message, it's just a message that your previous password has expired.



- 2. Enter a New Password.
- 3. Enter your New Password again to Verify Your New Password.
- 4. Click Next.





5. Click Close.

How to Update Security (Challenge) Questions

- 1. Open a browser.
- 2. Navigate to http://password.aisd.net.
- 3. The login screen will display as shown here.
- 4. Enter your **username**.
- 5. Enter your password.
- 6. Click Login.

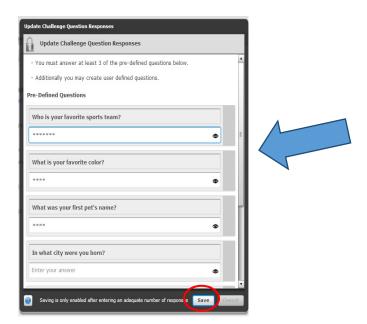
7. Click the Update Challenge Responses Tab.





- 8. Answer at least 3 questions.
- 9. Click Save.

Note: To add additional add your own personal security questions and answers see the steps on page 2.



You will be taken back to the main page.

10. Click the **Logout** button located at the top right of the main screen.



11. Close the browser window after logging out.