Self Service Password Reset Enrollment Process

Please follow the instructions below in order to enroll your network ID with the Self Service Password Reset Portal. The enrollment is a mandatory phase of the process that will allow you to reset your password or unlock your network account as the need arises.

1. Login to the Self Service Password Reset Portal using the URL below. You can use any browser on any machine to gain access to this portal. You can enroll using your mobile Android or iPhone as well.

https://selfservice.nps.k12.nj.us

2. Login to the portal using your network id and password as shown below



3. When you login for the first time, you will be presensted with the screen below to enroll your account in the system

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User The infor *Secu Leng • Th • Pk Regi Quer	Registration mation you provide here will be used to a wirity Questions werification Code th Specification the minimum length of the an ease use only letters (a-2), r ster Your Security Que & * What is your employee i Answer:	thenticate you when you attempt to reset y This portal offers you the powe Password self-service: Reset password Self-service Account Unlock: Unlock th Self-service Directory Update: Update Enroll now to enjoy these benefit	our password or unlock your acco r of password self-service yourself when you forget it! Don't a computer, when you are locked the changes in contact details you lick Here	unt. 2] t wait for the helpdesk! out of it. irself! And more	
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	Answer	Confirm Answer			
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4. You are required to select five security questions and provide answer to those questions as part of the enrollment process as shown in the figure below.

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My Info Change Password Enrollment						
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The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.						
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Length Specification						
The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters						
Please use only letters (a-z), numbers and symbols for answers.						
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5. When done with the questions, DO NOT click on enroll. Instead click on the tab called Verification Code where you will be asked to enter a personal e-mail address. See screen below.

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Welcome, pass1123 Sign Out, PersonNize Wy Info Change Password Enrollment	
User Registration The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account. • Security Questions • Verification Code	
Register Your Email Address(es) poss1123@NP5.K12.NJ.US Enter your email Id	
Erroll	

6. Please make certain to enter a personal e-mail address and NOT your NPS e-mail address. The system needs a personal e-mail address so it can send you the link to reset you password. Once you are done with the enrollment process, the system will display the message shown below. You can simply logout of the system as shown below.

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