

## 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

Newark Public Schools - ADSelfService Plus - Internet Explorer

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

File Edit View Favorites Tools Help

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**NPS Password Reset Portal**

Please Take Time To Provide All Pertinent Information :

**New Enrollment**  
Establish your identity via enrollment

**Sign in**

User Name:

Password:

**Login**

**Reset Password**  
Reset your forgotten password

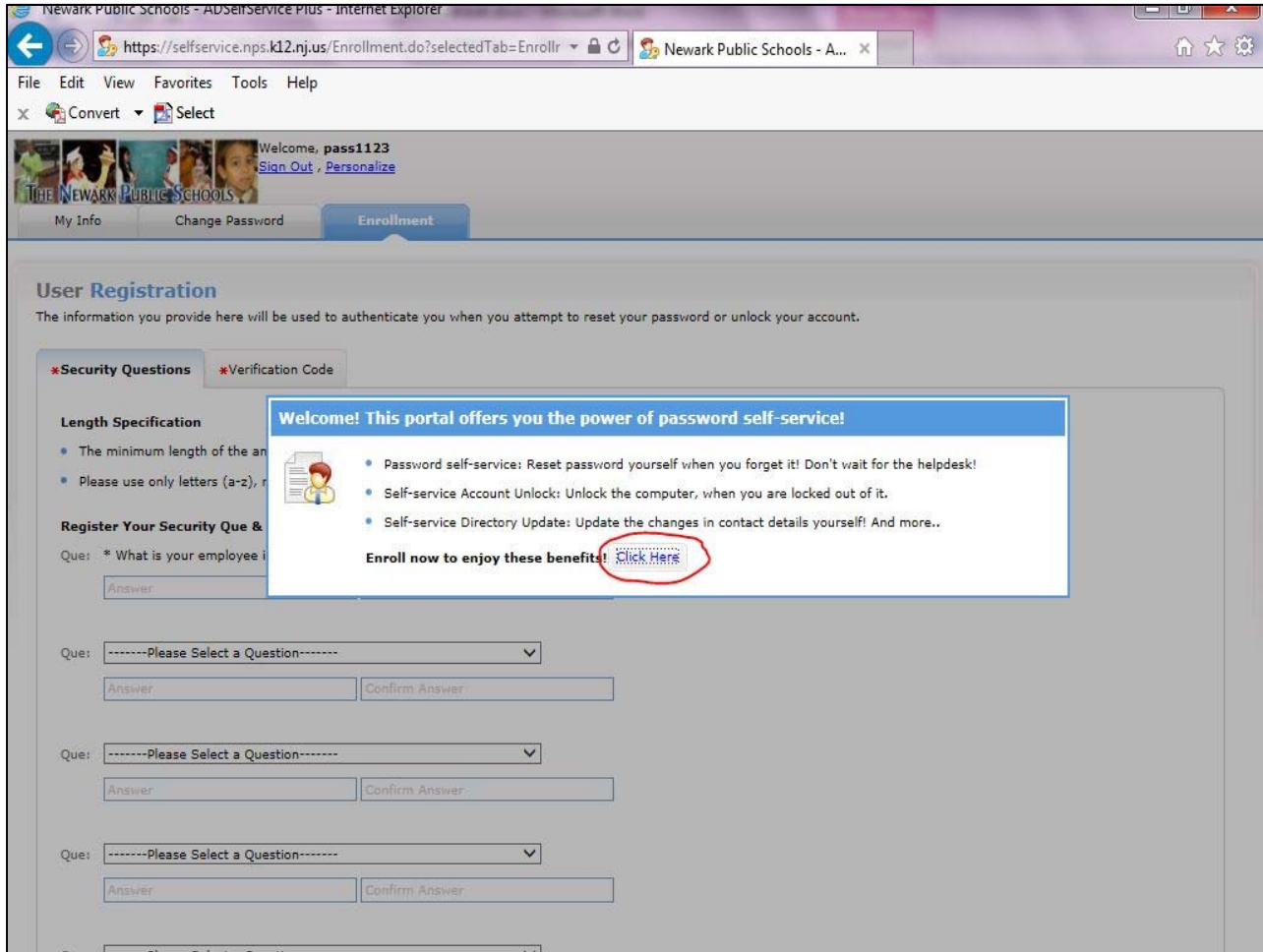
**Unlock Account**  
Unlock your locked out account

**Update District Phone**  
Update your District Phone information

The Newark Public Schools  
Working Together  
Students  
Teachers  
Parents  
Community  
Developing  
Intellect  
Character  
Spirit  
Responsibility  
In The County  
of Essex  
Newark, New Jersey

English

- When you login for the first time, you will be presented with the screen below to enroll your account in the system



- 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.

Browser address bar: <https://selfservice.nps.k12.nj.us/Enrollment.do?selectedTab=Enrollr> Newark Public Schools - A...

Navigation: My 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

**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.

**Register Your Security Que & Ans**

Que: What is your employee id?

Answer:  Confirm Answer:

Que: -----Please Select a Question-----

Answer:  Confirm Answer:

Que: -----Please Select a Question-----

Answer:  Confirm Answer:

Que: -----Please Select a Question-----

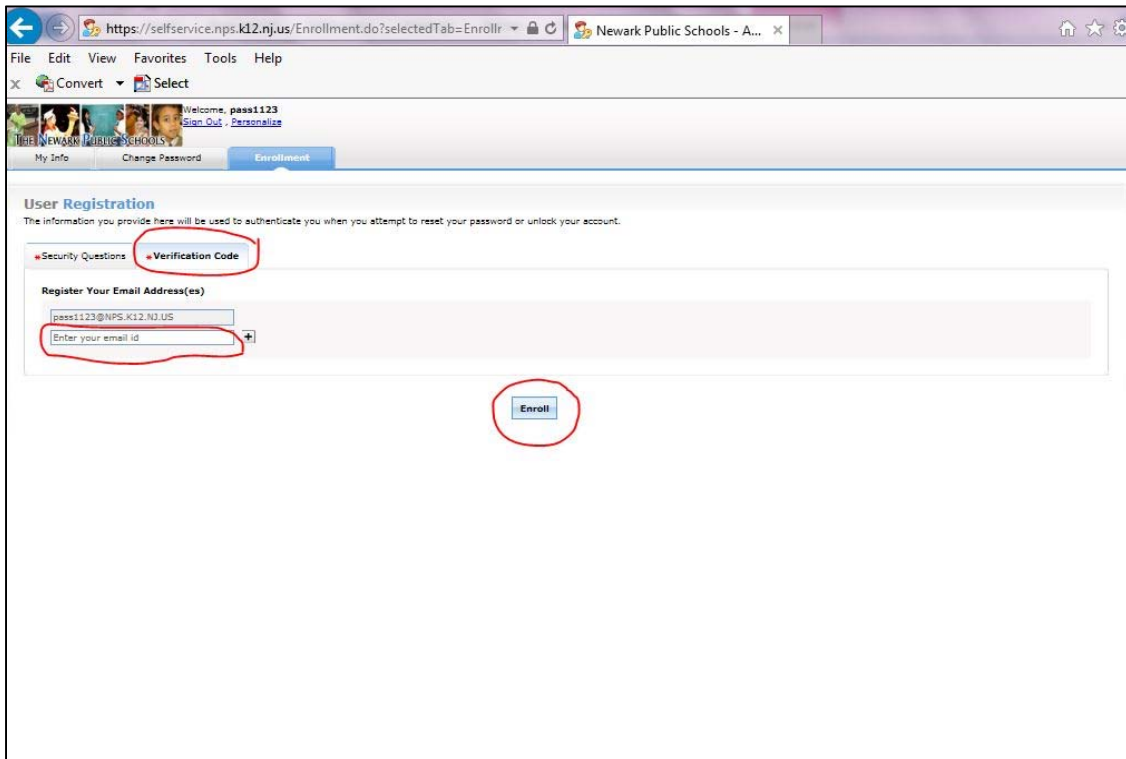
Answer:  Confirm Answer:

Que: -----Please Select a Question-----

Answer:  Confirm Answer:

Hide Answer(s)

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.



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 your 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.

