

ADSelfService Password Reset Tool Registration

In order to use the self-service password reset tool, you have to be registered. Navigate to the Millville Public Schools webpage - <http://mps.millvillenj.gov>

1. Click on the Staff tab and then select Millville Service Desk.

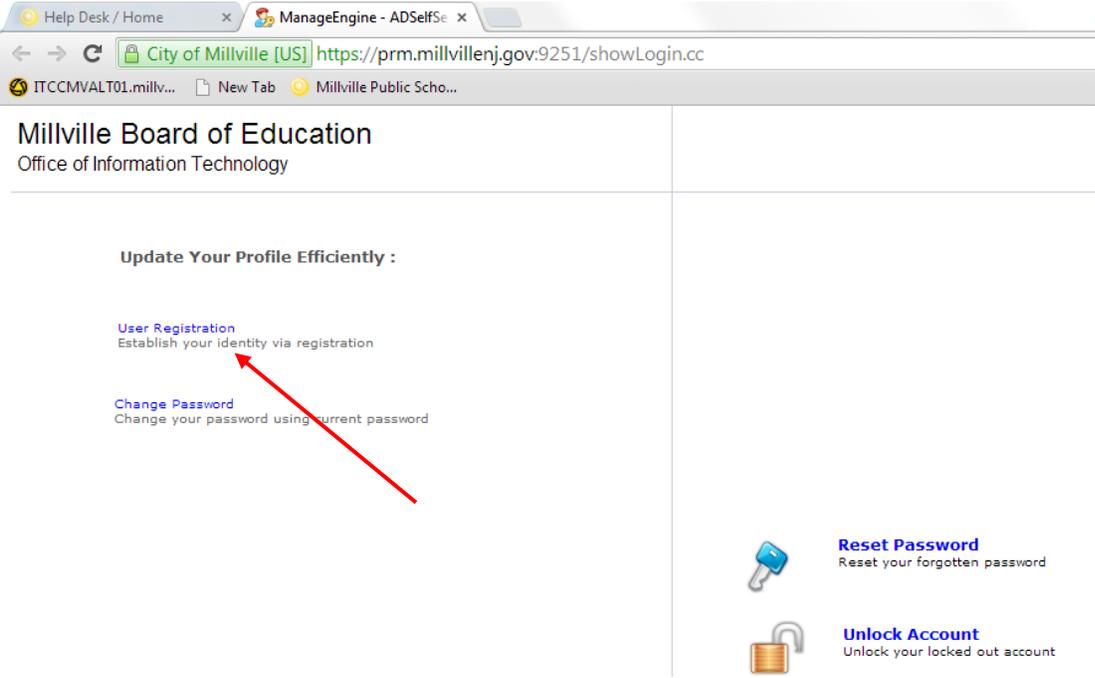
The screenshot shows the Millville Public Schools website interface. At the top, there is a navigation bar with the school's logo and name, and a menu with options like Home, Calendar, Grades, Staff Directory, and Email. Below this is a large banner image of a school building. A horizontal navigation bar contains tabs for District, Employment, Schools, Parents, Community, Staff, and Students. The Staff tab is currently selected. On the left side, there is a 'Site Shortcuts' section with various links. In the center, there is a 'Staff Quick Links' section with a list of links including 'Millville Service Desk', which is highlighted with a red arrow. On the right side, there is an 'Upcoming Events' section with a list of dates and events.

2. Click on Password Reset



The screenshot shows the Millville Public Schools website. At the top, there is a navigation bar with 'District Home', a school selection dropdown, and links for 'Site Manager', 'My Account', and 'My PasaKeys'. Below this is the Millville Public Schools logo and a secondary navigation bar with icons for Home, Calendar, Grades, Staff Directory, and Email. A main navigation bar includes 'District', 'Employment', 'Schools', 'Parents', 'Community', 'Staff', and 'Students'. The 'Millville Service Desk' is highlighted, and a red arrow points to the 'Password Reset' link in its left-hand menu. The main content area displays 'Contact Information' for the Millville Service Desk, including the email 'support@millvillenj.gov', an internal extension of 2020, and an external phone number (856)293-2020. Below this is a section titled 'Who we are and what we do!' with a paragraph describing the service desk's role in providing technology support.

3. Click on User Registration



The screenshot shows a web browser window with the URL 'https://prm.millvillenj.gov:9251/showLogin.cc'. The page header identifies the 'Millville Board of Education Office of Information Technology'. Under the heading 'Update Your Profile Efficiently:', there are three options: 'User Registration' (with a red arrow pointing to it), 'Change Password', and 'Reset Password'. The 'Reset Password' option includes a key icon and the text 'Reset your forgotten password'. The 'Unlock Account' option includes a padlock icon and the text 'Unlock your locked out account'.

- Now you will have to authenticate yourself by signing in with your username and password. This is the same username and password that you use when signing into your computer at Millville Public Schools.
- You must then fill in the verification code and click Login.

Please login here

Sign in

User Name:

Password:

Log on to:

Login here

Enter Verification Code

 **Reset Password**
Reset your forgotten password

 **Unlock Account**
Unlock your locked out account

6. The Welcome message will pop up – click the “Click Here” button

Welcome! This portal offers you the power of password self-service!



- Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!
- Self-service Account Unlock: Unlock the computer, when you are locked out of it.
- Self-service Directory Update: Update the changes in contact details yourself! And more..

Enroll now to enjoy these benefits! [Click Here](#)

7. Select the Enrollment tab.

ManageEngine
ADSelfService plus
Welcome, **Karen Student**
[Sign Out](#), [Personalize](#)

[Change Password](#) **Enrollment**

User Registration

The information you provide here would be used to authenticate you when attempt to reset password or unlock your account.

Security Que & Ans

Length Specification

- The minimum length of the question(s) should be 5 characters and maximum allowed is 255 characters
- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

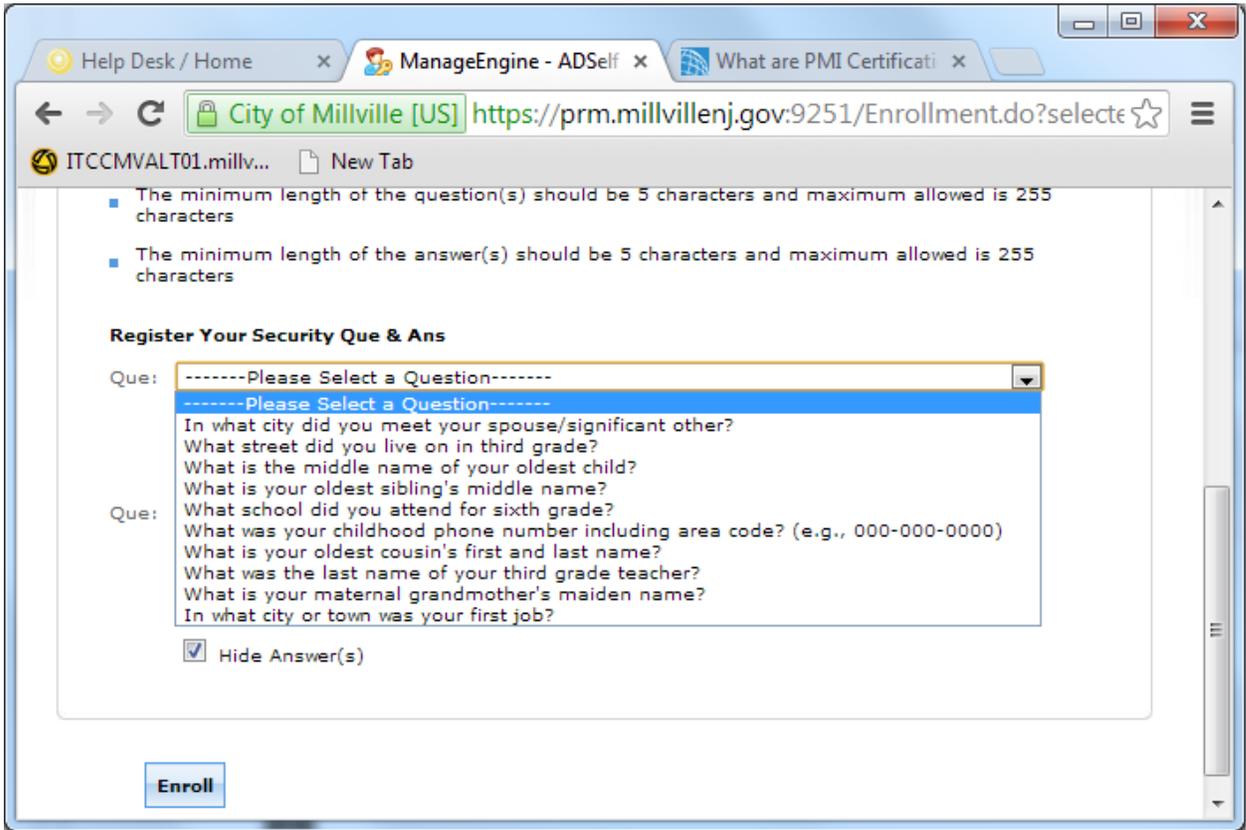
Register Your Security Que & Ans

Que: ▼

Que:

Hide Answer(s)

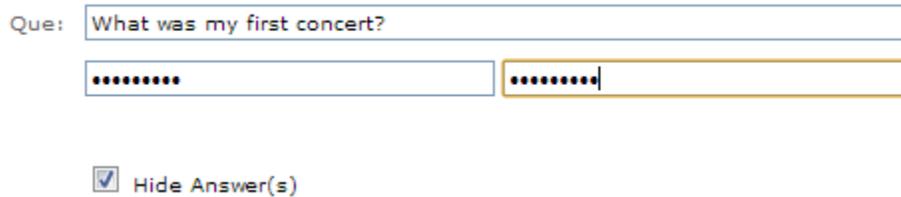
8. Next, you must select a security question, answer and confirm it in the boxes below the question.



The screenshot shows a web browser window with the following details:

- Address bar: <https://prm.millvillenj.gov:9251/Enrollment.do?selecte>
- Page Title: Register Your Security Que & Ans
- Instructions:
 - The minimum length of the question(s) should be 5 characters and maximum allowed is 255 characters
 - The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters
- Form Fields:
 - Question: A dropdown menu with "Please Select a Question" selected. The dropdown list includes:
 - In what city did you meet your spouse/significant other?
 - What street did you live on in third grade?
 - What is the middle name of your oldest child?
 - What is your oldest sibling's middle name?
 - What school did you attend for sixth grade?
 - What was your childhood phone number including area code? (e.g., 000-000-0000)
 - What is your oldest cousin's first and last name?
 - What was the last name of your third grade teacher?
 - What is your maternal grandmother's maiden name?
 - In what city or town was your first job?
 - Answer: A text input field with a masked password (7 dots).
 - Confirm: A text input field with a masked password (7 dots).
- Buttons: "Enroll" button at the bottom left.
- Checkbox: "Hide Answer(s)" is checked.

9. You will then have to create your own security question and answer it in the boxes below the question.



The screenshot shows a web browser window with the following details:

- Question: "What was my first concert?"
- Answer: A text input field with a masked password (7 dots).
- Confirm: A text input field with a masked password (7 dots).
- Checkbox: "Hide Answer(s)" is checked.

NOTE: Please choose a security question with an answer that would be very difficult for someone to guess or discover, but is easy for you to remember. When you compose your own security question, make sure that it has an answer that will not change over time.

10. Then click "Enroll" to complete your registration.

11. If you have registered correctly, you will receive this message.



You have enrolled for password self-service successfully!
When you request for password self-service, you will be authenticated using this info.

If you have any problems registering or have any questions, please contact the service desk.

support@millvillenj.gov

Internal phone extension: 2020

From outside the district: 856-293-2020

