

# Account User Guide

## Managing Your Active Directory Account

### Change My Password

Listed are 2 methods to change your state Active Directory account password. These methods are preferred.

\*The third method of sending the email link (found on the last page of this document) should rarely be used, with the exception of only being used when the account is new, or you have forgotten your password.

*If your password has not yet expired:*

- Visit <https://sso.arkansas.gov> (current tool used to manage state **Active Directory** accounts)
  - enter 'Username' and 'Password'.
- Under "Home" click "Change My Password" and enter a new password.

*If your password has expired, yet you still remember the old password:*

- Visit <https://sso.arkansas.gov> (current tool used to manage state **Active Directory** accounts)
  - enter 'Username' and 'Password'.
- You will be prompted to enter a new password at this time.

### **SIMPLE SUGGESTED METHOD:**

Pick a password that is easy to remember, but hard for someone to guess (do not use family names and the like). Use an "out of order" sentence that will be good for the entire year, such as "Bac0nIs00TheBestYummy". (notice the zero in the word Bac0n)

Then, at the end of each 9 week period, simply change the "00" to "01" and "02" etc.

*\*This is only an example – please do NOT use this password and create your own instead.*

Start of school set password as "Bac0nIs00TheBestYummy". (notice the zero in the word Bac0n)

End of 1<sup>st</sup> 9 week period, set password as "Bac0nIs01TheBestYummy".

End of 2<sup>nd</sup> 9 week period, set password as "Bac0nIs02TheBestYummy".

End of 3<sup>rd</sup> 9 week period, set password as "Bac0nIs03TheBestYummy".

End of 4<sup>th</sup> 9 week period, set password as "Bac0nIs04TheBestYummy".

Easy, simple, and safeguards for data intrusion and data breaches.

Now, next year, just again pick a password that is easy to remember, but hard for someone to guess. Use an "out of order" sentence that will be good for the entire year, such as "SomeBuildings00AreSh0rtNot". (notice the zero in the word Sh0rt)

*\*This is only an example – please do NOT use this password and create your own instead.*

Start of school set password as "SomeBuildings00AreSh0rtNot". (notice the zero in the word Sh0rt)

End of 1<sup>st</sup> 9 week period, set password as "SomeBuildings01AreSh0rtNot".

End of 2<sup>nd</sup> 9 week period, set password as "SomeBuildings02AreSh0rtNot".

End of 3<sup>rd</sup> 9 week period, set password as "SomeBuildings03AreSh0rtNot".

End of 4<sup>th</sup> 9 week period, set password as "SomeBuildings04AreSh0rtNot".

**\*This method is not recommended. Use one of the two methods above if possible.**

**\*Only use this method if the account is new, or you have forgotten your password.**

**\*Note – failure to follow these steps may result in error messages such as “This link has already been used” and “This link is expired” and various other messages.**

*If you are a brand new user (or have forgotten your password) follow these steps:*

1. For best success, we recommend that you **close ALL browsers and web applications**
2. Visit <https://sso.arkansas.gov> (current tool used to manage state **Active Directory** accounts)
3. Do not enter a user name and password – instead click “Forgot Your Password” (not username)
4. Enter your user name and then select “Click here to send Password Reset Link by email” (There is not a need to answer security questions, if you have any)
5. **THIS STEP IS IMPORTANT – close all browser windows and web applications**
6. After insuring that all browser windows are closed, open email and click the link to allow SSO (the tool used to manage your Active Directory account) to be opened by the browser in the proper manner
  - **NOTE: often your email settings will “group” similar messages, so be sure that you are clicking the link contained in the most recent email**
7. After you enter your login ID you will be able to enter a new password (make sure to follow the listed criteria, **no part of your name (first, last, or ID), etc**)

**TIP:**

While it does not matter to Active Directory if part of your name is included in your password, several applications do take issue. When entering a new password, be sure not to include 3 characters in a row from your First Name, Last Name, or ID.

The following examples would cause issue:

Example User: Robbin Townson (1202rtownson)

Example Bad Passwords:

- TheHobbit27 – “obb” are 3 characters in a row found in both the password and the First Name
- Ownership27 – “own” are 3 characters in a row found in both the password and the Last Name
- MyVision2020 – “202” are 3 characters in a row found in both the password and the ID