

# Account User Guide

## Managing Your Active Directory Account

### Change My 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.

*If your account is new, or if you have forgotten your password:*

- Visit <https://sso.arkansas.gov> (current tool used to manage state **Active Directory** accounts)
  - Do not enter a username and password – instead click "Forgot Your Password" (not username)
  - Enter user ID and click "OK"
  - Do not close screens
    - Enter username
    - Enter 6-digit code that was sent to your email address
    - Click 'Submit' and enter a new password.

### **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".

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