Maintain Accounts using myPassword

Access the web application

The myPassword software is a web based application which can be accessed from almost any Internet enabled device. A link to the application is included on the home page of the SPARCC website. Upon entering the application, you will be presented with a menu of choices. The four options include Change my Password, Reset my Password, Unlock my Account and Edit my Profile. To reset the password for another account, click on the 'Reset my Password' link.

Enter the user name of the account you wish to modify

The application will display a screen including a text box for User Name, a drop down box for Domain and a Logon button. You should enter the user name of the account you wish to modify in the User Name text box. By default, the Domain is set to PRIVATE and is the only option in the drop down box. Once the user name has been entered, click on the Logon button to proceed to the next screen.

Complete the vouching screen entries

The utility will display a screen with text boxes for User Name and Password, a drop down box for Domain and a Logon button. Within the User Name text box, enter the user name of your SPARCC Active Directory account. Enter the password associated with your account in the Password text box. Again, the Domain is set to PRIVATE by default and is the only option in the drop down box. Click on the Logon button to proceed to the next screen. The application will verify your user name and password and check that you have the necessary authorization to request this change.

Set the password for the account

The application will display a screen with two sections and several text boxes. By default, the Generate Password option is set on and you can accept the generated password by clicking on the Generate Password button. Alternatively you may enter a password, by clicking on the Enter button and entering the new password in the Password and Confirm text boxes. Once this is completed click on the Reset Password button to complete the modification.

Verify the password modification

Once you complete the steps as detailed above, the application will display a screen indicating that the routine was successful. Click on the Return to Main Menu now button to perform additional tasks within the application. Finally, contact the district employee, provide them their new password and encourage them to use the application to maintain their password.