User Password Change
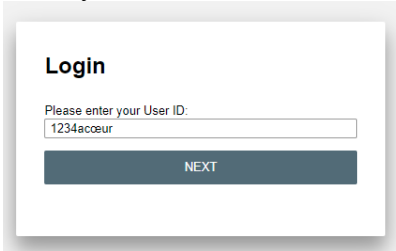## Changing password on your State Active Directory Account

Users are required to change password twice a year.
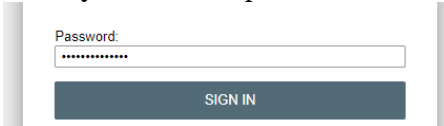

1) **Change password upon notification**
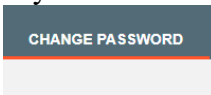2) **New User**

1) **Change password upon notification**

- When you receive email notification twice a year from the state system, visit
  https://k12.ade.arkansas.gov
- Enter your User ID and click "Next"

Login

Please enter your User ID:
1234acœur

NEXT

- Enter your current password and click "SIGN IN"
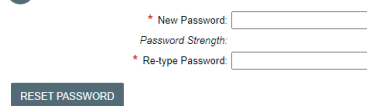
Password:
••••••••••••

SIGN IN

- If you see more than one tab, select the "CHANGE PASSWORD" tab

CHANGE PASSWORD

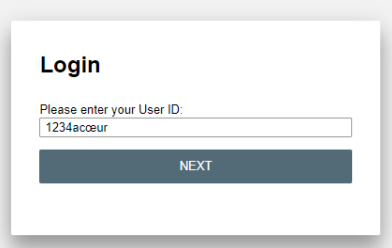- Enter a new password, re-type password, and select "RESET PASSWORD"

3 Reminder: Passwords should only be updated upon notification in February and August – unless this is a newly created account.

* New Password:
Password Strength:
* Re-type Password:

RESET PASSWORD

Password Rules	Defau
Mandatory	
Length: Minimum	14
Length: Maximum	128
Letters: Minimum	2
First Name: Disallow 3 consecutive characters	Yes
Last Name: Disallow 3 consecutive characters	Yes
Username: Disallow 3 consecutive characters	Yes
First Name: Disallow reverse or circular shift	Yes

2) New User
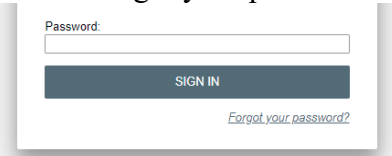
- When instructed by your local account manager that a new account has been created, visit https://k12.ade.arkansas.gov
- Enter your User ID and click "Next"

Login

Please enter your User ID:
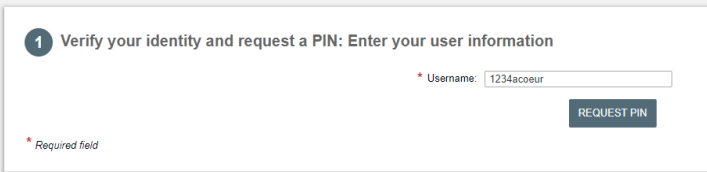`1234acœur`

NEXT

- Click "Forgot your password"

Password:

SIGN IN

Forgot your password?

- Enter your Username (User ID) again, and select "REQUEST PIN"

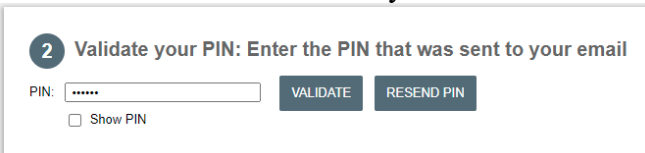1 Verify your identity and request a PIN: Enter your user information

* Username: `1234acoeur`

REQUEST PIN

* *Required field*

- Enter the PIN that was sent to your email address and select "VALIDATE"
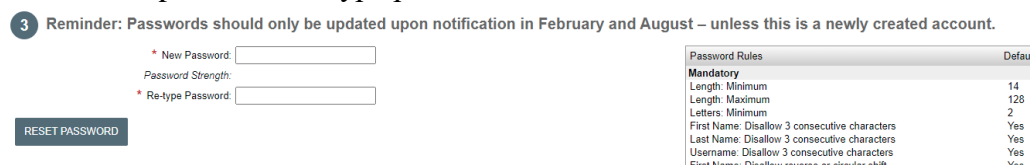
2 Validate your PIN: Enter the PIN that was sent to your email

PIN: `••••••`   VALIDATE   RESEND PIN
☐ Show PIN

- Enter a new password, re-type password, and select "RESET PASSWORD"

3 Reminder: Passwords should only be updated upon notification in February and August – unless this is a newly created account.

* New Password:
Password Strength:
* Re-type Password:

RESET PASSWORD

Password Rules	Defau
Mandatory	
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