



KENT
SCHOOL
DISTRICT

SSRPM – Password Reset Wizard

HOW TO ENROLL AND USE THE SELF-SERVE RESET PASSWORD MANAGER TOOL



KENT SCHOOL DISTRICT
EQUITY | EXCELLENCE | COMMUNITY

Contents

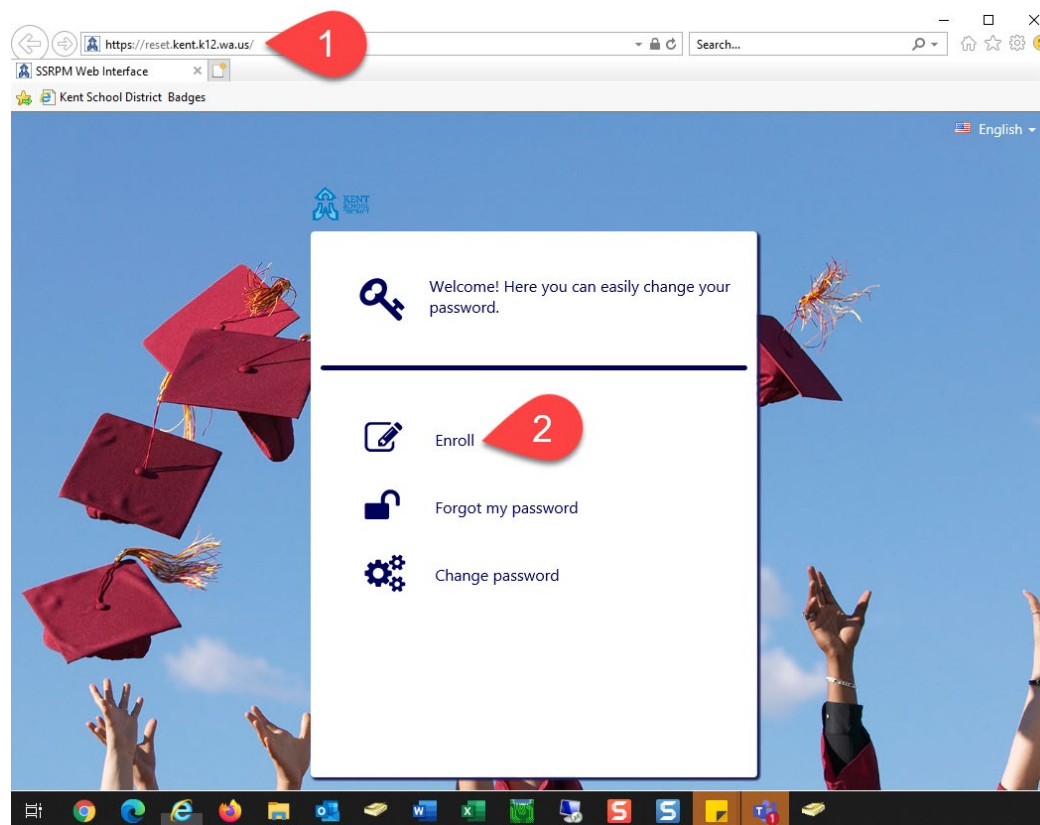
- Introduction 1
- Enrolling in SSRPM 2
- Forgot your password or Need to Unlock your Account 6
- Changing your Password Using SSRPM..... 11
- FAQs 14

Introduction

This guide will explain how to enroll and use the Password Reset Wizard (SSRPM). Once you are enrolled, you will be able to reset your computer password without having to contact Customer Support Center. You will be able to reset your password via the internet or by the forgot your password link on a KSD computer under the log in fields.

Enrolling in SSRPM

1. Open your web browser of choice (e.g. Google Chrome, Microsoft Edge, etc) and type: <https://reset.kent.k12.wa.us/> and press "Enter" on the keyboard or use the link provided.
2. Click **Enroll**.



3. Type in the Username and Password that you used to log into the computer.

Example: username – lastf12345e; password – Password01

4. Click **Next**.

Enroll

English

KENT SCHOOL DISTRICT

Enter your username and password to continue.

Username:

Password:

Domain:

KSD

Back Next

5. Pick the security question you want to answer by selecting the drop-down arrow under **Select a question**.
6. Answer the question.
7. Type the same answer you typed in step 7.
8. Click **Next**.

Keep repeating steps 5-8 until all the security questions are answered.

Enroll

English

KENT SCHOOL DISTRICT

Choose and answer a question. During the password reset you will have to answer this question again. You cannot use the same answer more than once.

1 2 3 4

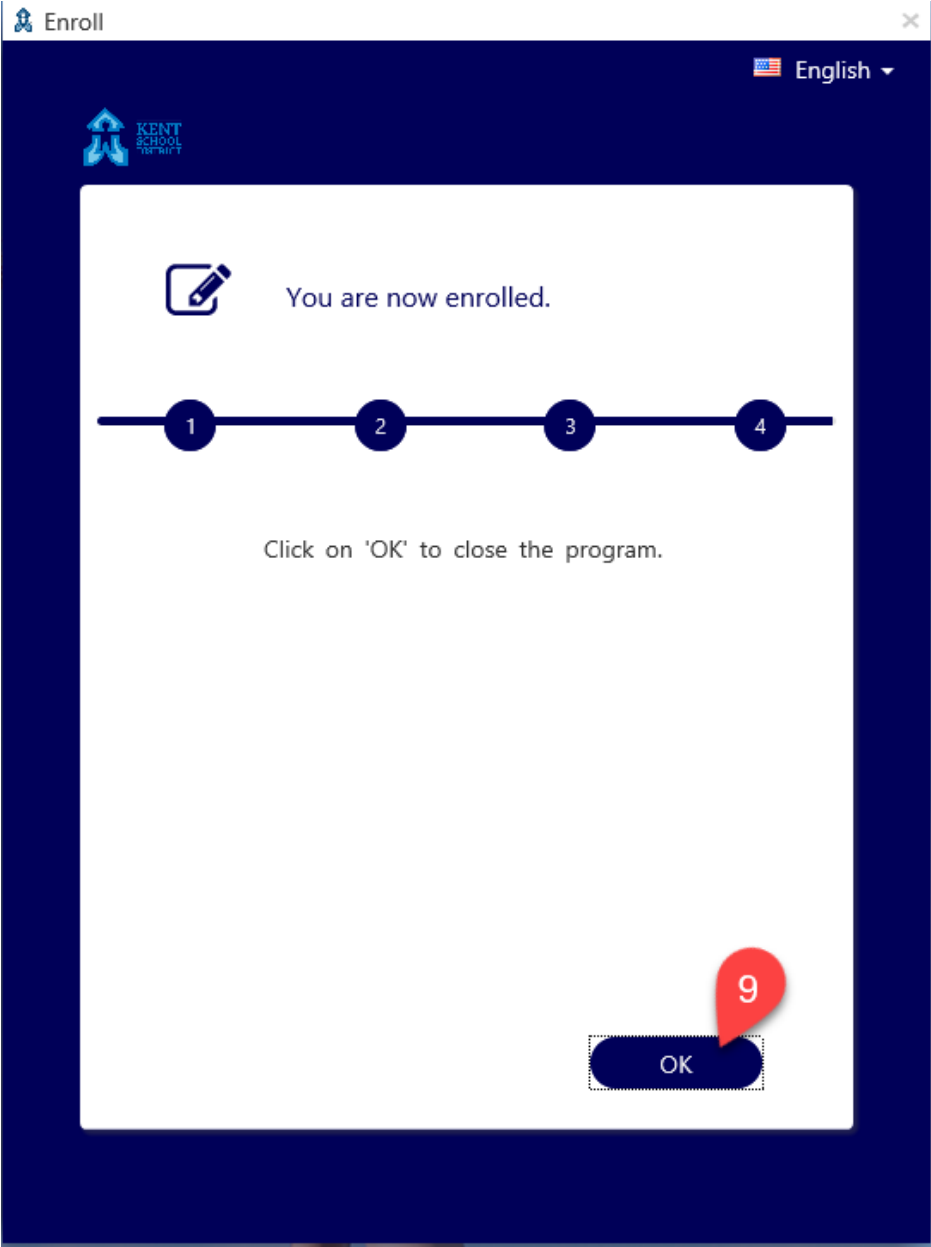
Select question:

In what city did you meet your spouse/significant other?

Answer:

Confirm answer

Back Next

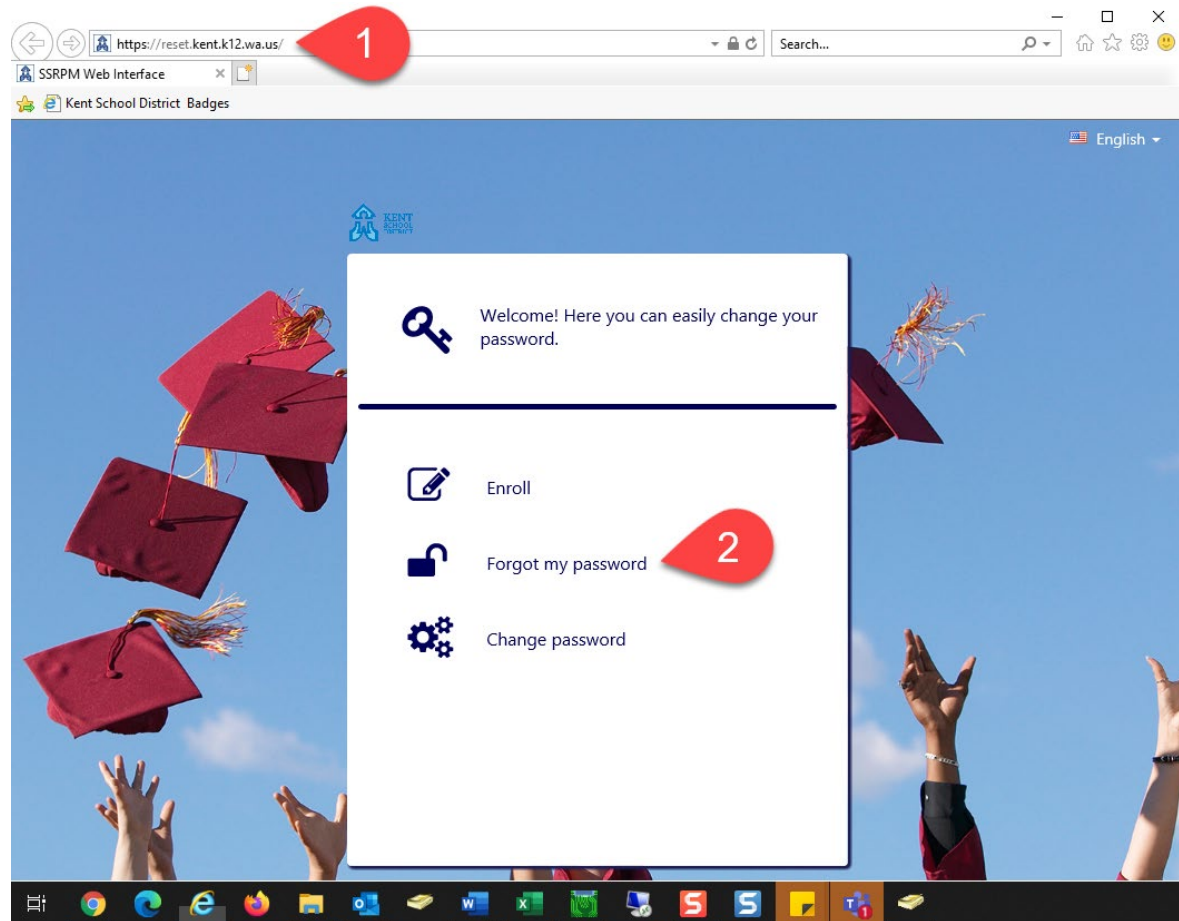


9. Click **Ok**.

You are done!


Forgot your password or Need to Unlock your Account

1. Open your web browser of choice (e.g. Google Chrome, Microsoft Edge, etc) and type: <https://reset.kent.k12.wa.us/> and press "Enter" on the keyboard or use the link provided.
2. Click **Forgot my password**.



Forgot my password

English



Enter your username to reset your password.

Username:

Domain:

Back Next

The image shows a 'Forgot my password' window for Kent School District. It features a dark blue header with the title and a language dropdown set to 'English'. The Kent School District logo is in the top left. The main content area is white and contains a lock icon and the instruction 'Enter your username to reset your password.' Below this is a horizontal line. There are two input fields: 'Username:' with a red callout bubble containing the number '3' pointing to the text box, and 'Domain:' with a dropdown menu showing 'KSD'. At the bottom right, there are two buttons: 'Back' and 'Next', with a red callout bubble containing the number '4' pointing to the 'Next' button.

- 3. Enter your username that you use to log into the computer.

Example: lastf12345e

- 4. Click **Next**.



Answer the following question.



In what city ⁵ you meet your spouse/significant other?



Back



Next

5. Enter the answer to your security question.

6. Click **Next**.

Keep repeating steps 5-6 until all the security questions are answered.

7. Select **Reset my password** if you forgot your password and need to reset it. Choose **Unlock my account** if you need to unlock your account.

In this example we are going to reset the password.

8. Click **Next**.

Forgot my password

English

KENT SCHOOL DISTRICT

Do you wish to reset your password or unlock your account?

1 2 3 4 5 6

Reset my password.

Unlock my account.

Back Next

9. Type in your new password and then confirm the password by typing it again in the box below.

10. Click **Reset**.

Your password has been changed.
You are done.

Forgot my password

English

KENT SCHOOL DISTRICT

Enter your new password.

1 2 3 4 5 6

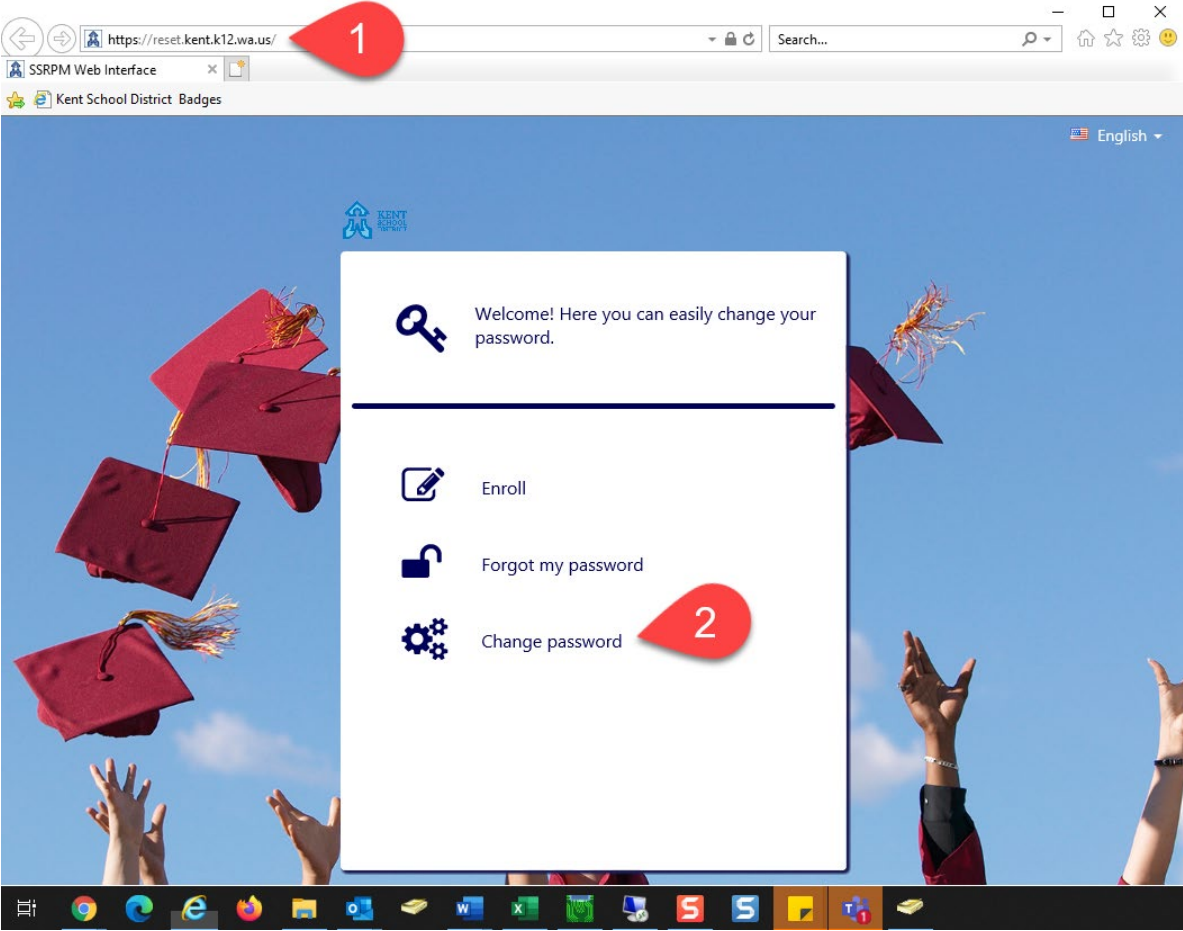
- ✓ The password must be at least 8 characters long
- ✓ Do not use words contained in your username or name
- ✓ Use at least three of the following character types:
 - number
 - special character (e.g. !, \$, #, %)
 - upper case character
 - lower case character

New password:

Back Reset

Changing your Password Using SSRPM

- 1. Open your web browser of choice (e.g. Google Chrome, Microsoft Edge, etc) and type: <https://reset.kent.k12.wa.us/> and press "Enter" on the keyboard or use the link provided.
- 2. Click **Change Password**.



3. Enter your username and password you use to log into the computer.

Example: username – lastf12345e; password – Password01

4. Click **Next**.

The screenshot shows a 'Change Password' window with a dark blue header and a white content area. The header contains the text 'Change Password' and a close button. The content area features the Kent School District logo and the text 'Logon to change your password.' Below this is a progress bar with three numbered steps (1, 2, 3). Step 1 is highlighted with a red circle and a red arrow pointing to the 'Username:' field. Step 2 is highlighted with a red circle and a red arrow pointing to the 'Password:' field. Step 3 is highlighted with a red circle and a red arrow pointing to the 'Domain:' dropdown menu. At the bottom of the form are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red circle and a red arrow pointing to it.

5. Type in your new password and then confirm the password by typing it again in the box below.

6. Click **Change**.

Your password has been changed. You are done.

Change Password

English

KENT SCHOOL DISTRICT

Enter your new password.

1 2 3

- ✓ The password must be at least 8 characters long
- ✓ Do not use words contained in your username or name
- ✓ Use at least three of for following character types:
 - number
 - special character (e.g. !, \$, #, %)
 - upper case character
 - lower case character

New password:

Confirm password:

Back Change

FAQs

Will SSRPM require me to update my password?

The tool does not require you to reset your password when you enroll or at any time. In January, a new policy will be implemented that will require all staff who have not changed their password within the last months to do so. The SSRPM tool will help those who have forgotten their passwords at that time.

Will SSRPM change my Skyward Password?

Your Skyward login and password will not be affected. (We strongly recommend that staff do not set their Skyward password to be the same as their district login.)

Will SSRPM effect the login on my mobile phone?

Anywhere your password has been used or stored (mobile phone, office365, saved browsers), will require you to use your updated password as expected. Those passwords that have been saved within a browser will need to be updated and re-saved.