

This guide has been created with the intention of showing how MPS Staff Members can **enroll** into the MPS Password Policy Manager Website. Your MPS password can be used for logging into your work computer, MPS email, mConnect, Infinite Campus, PeopleSoft, IFAS, etc.

To access the MPS Password Policy Manager Site, type in: <https://password.milwaukee.k12.wi.us> in your Web browser.

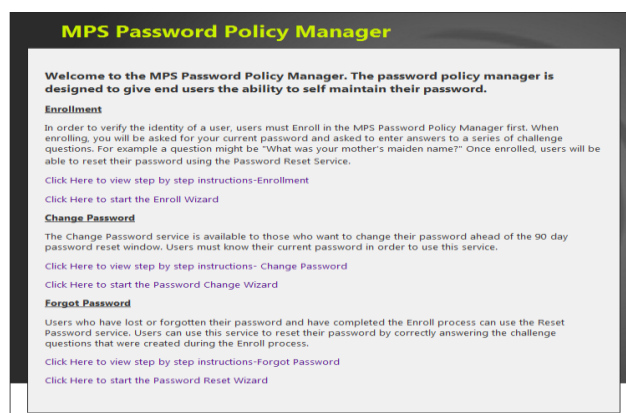
(Note: you may access the MPS Password Policy Manager website from home, work, or a smartphone device. You may also access the MPS password policy manager site through the MPS Apps Site: <http://apps.milwaukee.k12.wi.us>)

Enrollment (REQUIRED)

Step 1-Access MPS Password Policy Site

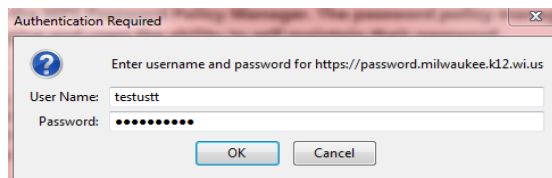
You **must** enroll in order to change or retrieve a forgotten password.

Once you have accessed the MPS Password Policy Manager Site **click** on the “Enroll Wizard” under Enrollment.

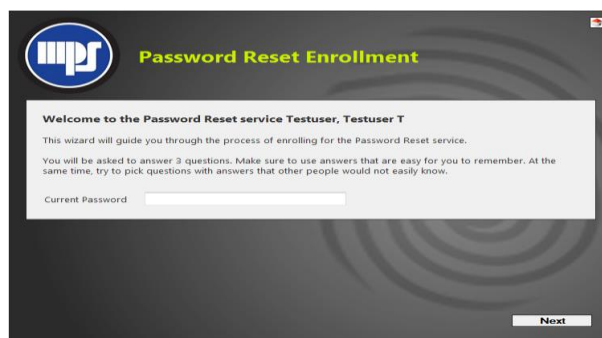


Step 2- Identify yourself-

1. Enter your MPS User Name in the User Name field.
2. Enter you MPS Password in the Password field.



Once you have entered this information in the “Authentication required” popup window **click** OK, you then will be redirected to enter you current password again into the MPS Password Policy Manager site.

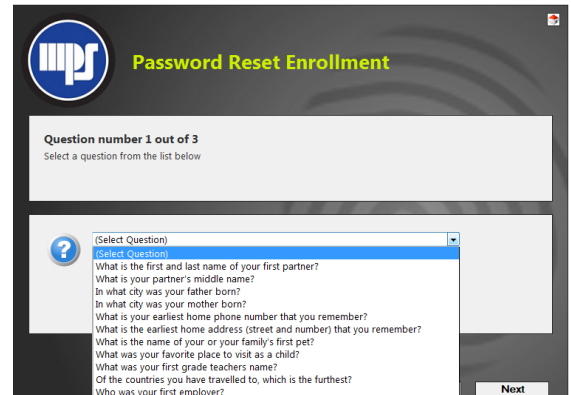


When finished click “Next” to continue to step 3.

Step 3- Select your three challenge questions

To complete this step, you are required to select **THREE** of the Challenge Questions from the dropdown box. After you have selected a question, enter in your answer in the field provided below the question.

When you have selected and answered each question click **“Next”** to continue to step 4.



Step 4- Password Reset Enrollment Complete

Please review the answered questions and click **“Finish”**.

(Note- you may check the **“show answers”** box to verify the answers are correct).



You have now successfully completed your enrollment. You may now **change** or **reset** your MPS password using the MPS Password Policy Manager.



You will receive a confirmation e-mail sent to your MPS email account similar to the one below identifying you have successfully enrolled for the MPS Password Reset Service.



**MILWAUKEE
PUBLIC SCHOOLS**

MPS Password Policy Manager Website



Wed 4/29/2015 9:51 AM
testustt@milwaukee.k12.wi.us
Password Reset Enrollment complete

To: Testuser, Testuser T

You forwarded this message on 4/29/2015 3:57 PM.

Congratulations, you have successfully enrolled for the Password Reset Service. If you forget your password you will now be able to reset it by responding to the questions you used when enrolling. If you did not perform this enrollment, contact your administrator. The enrollment was performed from the computer 10.4.30.129 using the web server 10.8.64.92