

This guide has been created with the intention of showing how MPS Staff Members can use the MPS Password Policy Manager Website to **reset** their MPS password. 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> MPS Staff members can also RESET a forgotten password from their computer login screen by clicking “Reset Password”).

## Forgot Password

### Step 1-Access MPS Password Policy Site

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



### Step 2-Identify Yourself

1. Enter your MPS User name in the User name field.
2. Select Language from the dropdown box.

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

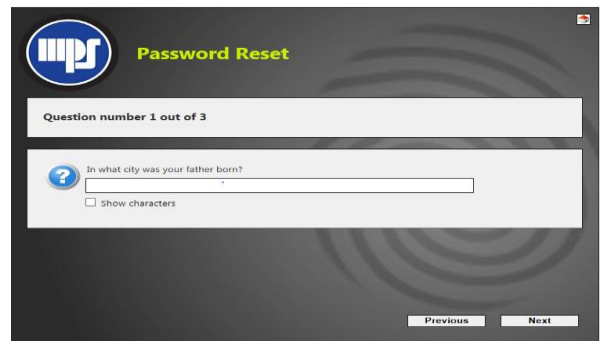


### Step 3- Verify your information- Enter your three challenge question answers.

To complete this step, you are required to enter **ALL** three answers to your challenge questions. (Note: **picked by you during Enrollment**).

-You may check the “show characters” box to help ensure you are entering the correct answer.

When finished entering each answer click “Next” to continue to Step 4.



## Step 4- Set your Password

Please take time to read the Minimum Password Complexity Requirement listed on the right of the screen, then enter the **new** MPS password for your account. When the new MPS password has been entered and confirmed click **“Finish”**.

### Password Requirements:

- **Must** contain at least 8 characters
- **Must** contain at least 1 digit or special character: &\$@#\*^ , (0-9)
- **Must** contain at least 1 uppercase or lowercase character: (A-Z) , (a-z)
- **Must** differ from your current password by more than the last character.
- **Must** be different from your previous password.
- **DON'T** use passwords that meet this criteria:
  - Any part of your name.
  - Contains more than 16 characters
  - Personal information such as birthdate, social security number, etc.
  - Words that can be associated with you

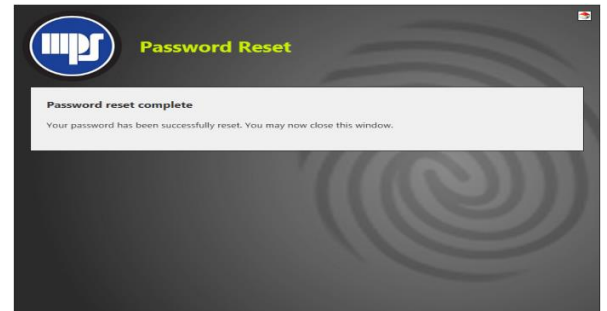


The screenshot shows a 'Password Reset' form with two input fields: 'New Password' and 'Confirm password'. To the right of the fields is a list of requirements with status indicators: a red dot for requirements that are not met, a green checkmark for requirements that are met, and a yellow dot for a requirement that is not applicable. The requirements are: 'Must contain at least 8 characters' (red dot), 'Must not contain more than 16 characters' (green checkmark), 'Must contain at least 1 letter' (red dot), 'Must contain at least 1 digit, special or Unicode character' (red dot), 'Must not contain your username' (green checkmark), and 'Must not repeat any of your previous 3 passwords' (yellow dot). A 'Finish' button is located at the bottom right of the form.

**REMEMBER TO NEVER SHARE YOUR PASSWORD!**

## Step 5- Password Reset Complete

You can now use the new MPS password to login to your computer and other MPS applications.



The screenshot shows a 'Password Reset' window with a message box that reads: 'Password reset complete. Your password has been successfully reset. You may now close this window.'

You will receive a confirmation e-mail sent to your MPS email account similar to the one below identifying you have reset your MPS account password. **PLEASE ALLOW 10 MINUTES FOR THE PASSWORD RESET TO BE APPLIED.**

**(Note- if you need more assistance please contact the MPS Technology Support Center at (414) 438-3400).**

