Password Management Website
This document serves as a vehicle to demonstrate how CPS Employees can use the Password Management Site for account maintenance.

To access the CPS Password Management Site, type in: **https://password.cps.k12.il.us** in your Internet Explorer browser.

**Step 1 – Identify Yourself**
Identify yourself by entering **required** information:

**First Name:**
**Last Name:**
**Employment Type:**

When finished click on the **Submit** button to continue to Step 2

**Step 2 – Verify your Information – Birthdate**
Confirm your identity by entering your **birthdate** using the fields provided using this format:
MM/DD/YYYY

When finished click on the **Submit** button to continue to Step 3
**Step 3 – Verify your Information – Last 4 of SSN**
Confirm your identity by entering the last 4 digits of your Social Security Number in the fields provided:

When finished click on the **Submit** button to continue to Step 4

**Step 4 – Verify your Information – Select and Enter your secret question**
To complete this step, you are required to select **ONE** of the three Secret Questions from the dropdown box. After you have selected a question, enter in your answer in the field provided below the question.

When finished click on the **Submit** button to continue to Step 5

*(NOTE – The answer to your secret question is used to confirm your identity in the event you forget your password and need to reset it using this site.)*

*(NOTE – If you have used the password site before simply enter the answer to your secret question in the provided field and click submit.)*

When finished click on the **Submit** button to continue to Step 5

Enter your secret answer after selecting a secret question or if you have already used the site before simply enter your secret answer
**Step 5 – Set Your Password**

Please take the time to read the **Minimum Password Complexity Requirements** listed on the right of the screen, then enter the password for your account.

![Password Setup](image)

When finished click on the **SUBMIT** button to continue to Step 6.

---

**Step 6 – Password Change Complete**

You should now use your new password to access the following applications:

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSMail</td>
<td>Sharepoint Portal</td>
</tr>
<tr>
<td>Firstclass</td>
<td>State-PreK Attendance</td>
</tr>
<tr>
<td>Teacher Housing Admin</td>
<td>Esystems Project tracker</td>
</tr>
<tr>
<td>OLCE</td>
<td>CEDO</td>
</tr>
<tr>
<td>CMSI Admin</td>
<td>Mercury ITGC Tool</td>
</tr>
<tr>
<td>VPN</td>
<td>Peoplesoft</td>
</tr>
<tr>
<td>IMPACT</td>
<td>Windows Login</td>
</tr>
</tbody>
</table>

You will receive a confirmation e-mail sent to your CPS Email Account similar to one below identifying you have changed your password for these sites. **PLEASE ALLOW 15 MINUTES FOR THE PASSWORD CHANGE TO BE APPLIED**

```
From: password@cps.k12.il.us [password@cps.k12.il.us]
To: Sheridan, John M
Cc: 
Subject: Your CPS Network Password has been changed

Dear John,

Your CPS network password was updated at 5/7/2007 1:51:59 PM. If you did not initiate this password change, please call the CPS Help Desk at 773-553-EMXG immediately.

NOTE: This email was generated automatically. Please do not respond to this message. Responses will not be answered.
```