

Employee Password Assistant

We are launching a new Employee Password Assistant tool that we would like all staff to sign up for. We've found that it is easiest to enroll on a computer then install the mobile app to change or unlock your password.

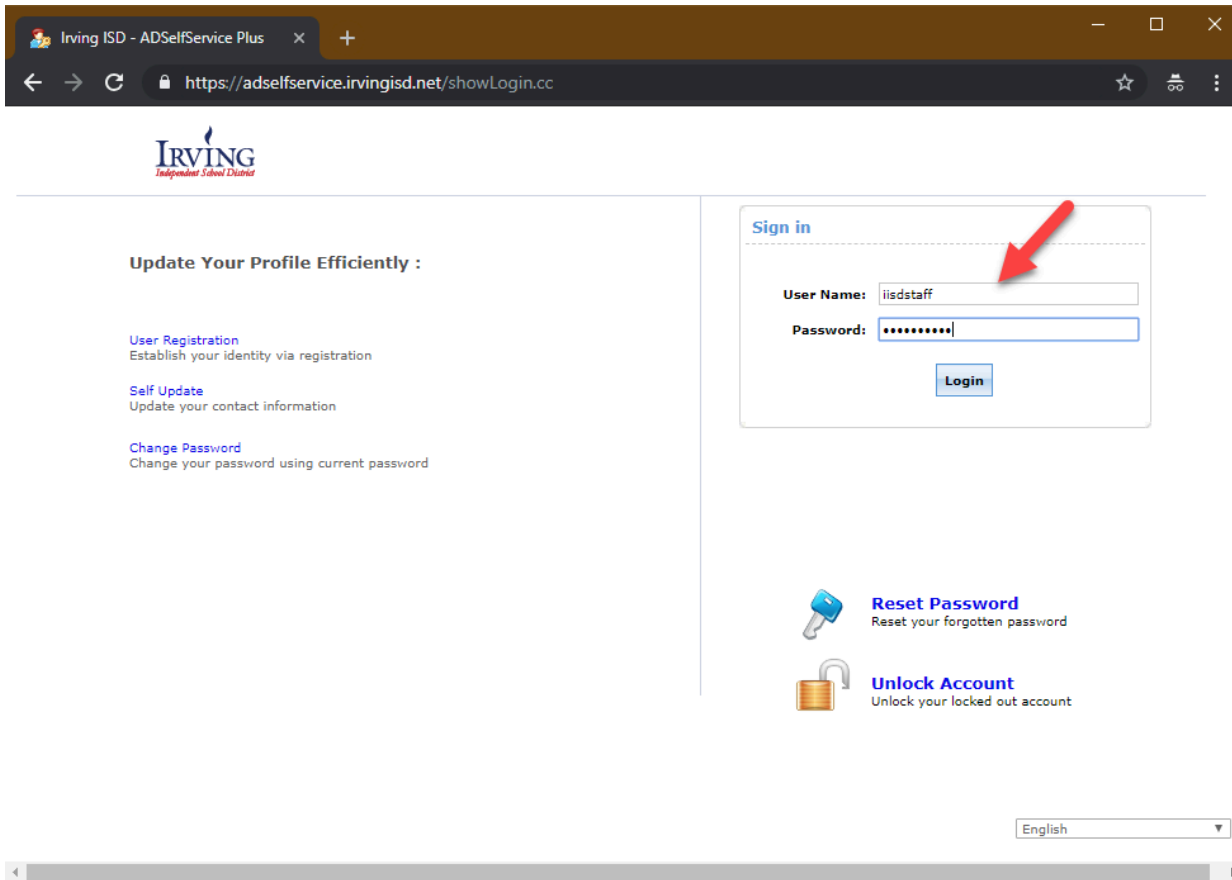
To Enroll

Go to <https://adselfservice.irvingisd.net/> or navigate to the Irving ISD Website – Staff – Resources Page and look for the Employee Password Assistant link.

The screenshot shows the Irving ISD Staff Intranet website. The top navigation bar includes links for HOME, RESOURCES, FORMS, and TEXTBOOKS. The main header features the Irving ISD logo and the text "Irving ISD Staff Intranet". Below the header, there are three columns of resource links: Teaching Resources, Staff Resources, and Other Resources. The "Employee Password Assistant" link is highlighted with a red box in the Staff Resources column.

Teaching Resources	Staff Resources	Other Resources
Assessment - MAP (HELP)	Aesop (HELP)	Annual Compliance Training
Aware (HELP)	Application Support	Calendars
BrainPop and BrainPop Jr	Attendance - Dropout Prevention	Fraud Hotline
Staff Login Guide	Attendance Officer Handbook	In The Know (ITK)
Student Login Guide	Attendance Procedure	Instructional Materials Request
BrainPop Campus Logins	Benefits	MUNIS
BrainPop Integration Support Details	Chromebooks	Nomination Forms
BrainPop Jr. Integration Support Details	Eduphoria	Salary Schedules
Classroom Behavior	Email / Office 365 (HELP)	School Dude (HELP)
Curriculum	Email Archive	School Messenger
Discovery Education Passcodes	Employee Discounts	Technology Work Orders
Edmodo (HELP)	Employee Handbook	Texas Gateway (NEW!)
	Employee Password Assistant	Typing in Spanish
	Employee Self-Service (HELP)	

Enter your District username and password then click on the login button.



The following will pop up – click on the [Click Here](#) button



Fill out the security questions then click on **Enroll**

Irving ISD - ADSelfService Plus

https://adselfservice.irvingisd.net/Enrollment.do?selectedTab=Enrollment

User Registration

The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.

Security Questions | Mobile Authenticator

Length Specification

- The minimum length of the answer(s) should be 4 characters and maximum allowed is 255 characters

Register Your Security Question & Answer

Question: The country you have always wanted to visit?

Question: What was your high school mascot?

Question: When you were young, what did you want to be when you grew up?

Question: What high school did you attend?

Hide Answer(s)

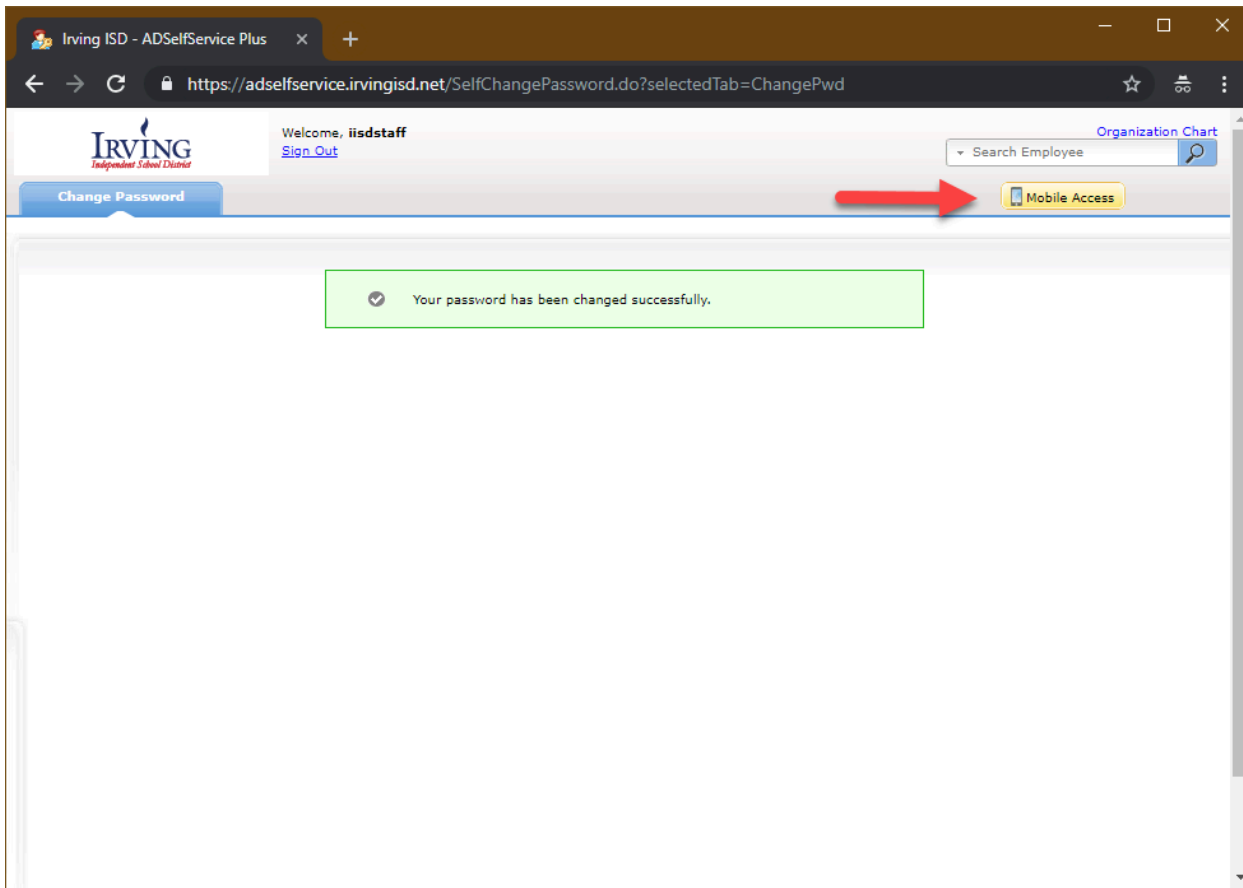
Enroll

At this point you can choose to [change your password](#) or [Setup Mobile Access](#)

We highly recommend setting up Mobile Access so that you have the capability of unlocking your account or changing your password at any time.

To Set up Mobile Access

Click on the Mobile Access Button then follow the instructions that pop up.



Be sure to follow all of the instructions listed below. You must scan the QR Code to configure the app properly.

Irving ISD - ADSelfService Plus

https://adselfservice.irvingisd.net/SelfChangePassword.do?selectedTab=ChangePwd

Welcome, iisdstaff
[Sign Out](#)

Organization Chart

Search Employee

Change Password

Mobile Access

✓ Your password has been changed


Steps to download and configure the mobile app:

Install Mobile App

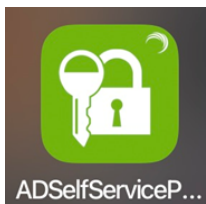
- Visit the Apple App Store or Google Play Store to download and install the ADSelfService mobile app. For more details [click here](#).

Configure Mobile App Server Settings

- Open ADSelfService Plus Mobile App and tap the **Server Settings** link in the home screen.
- In the bottom-left corner, tap **Scan QR Code** button.
- Scan the QR code shown here to automatically update server settings.



Use the app to reset your password/unlock your account on-the-go.



Password Reset

Account Unlock

Change Password

Server Settings >

Login to enroll for password self-service

Login

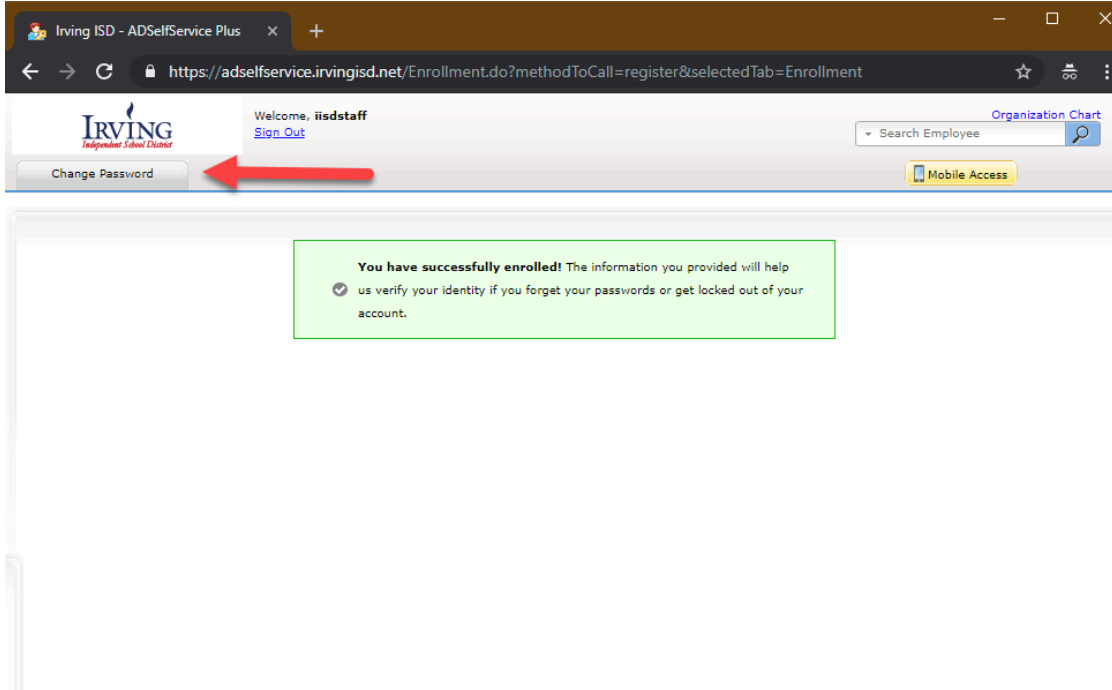
Help

Scan QR Code

Save

To Change your Password

Click on Change Password tab



Enter old and new passwords. You will see the password complexity requirements at the bottom of the page. Click on **Change Password**

Irving ISD - ADSelfService Plus

https://adselfservice.irvingisd.net/SelfChangePassword.do?selectedTab=ChangePwd

Welcome, iisdstaff
[Sign Out](#)

Organization Chart
Search Employee

Change Password

Mobile Access Help

Change Password

Change your current domain password.

Old Password :

New Password :

Confirm New Password :

- ✓ Be a minimum of eight (8) characters in length "8"
- ✓ Contain at least one (1) Special character (~`!@#\$%^&*()+_-{}[]\|:;'"?/<>.,) "1"
- ✓ Contain at least one (1) UPPERCASE letter (A-Z) and at least one (1) LOWERCASE letter (a-z)
- ✓ Contain at least one (1) Number (0-9) "1"
- ✓ Must not have 5 consecutive characters from username
- ✓ Must not contain restricted patterns such as qwerty or 1234 [List](#)
- ✓ Must not contain 5 consecutive characters from your old password

Your password has been changed

IF YOU CHANGE YOUR PASSWORD AND YOU ARE NOT ON THE DISTRICT NETWORK:

Please keep in mind that if you change your password off of the district network you will need to use your old password to log on to your laptop until you return to the district network. The new password will be used to access any district resources. Once you are back on the district network, you will start using the new password to log on to your laptop.

If you are offsite, but connected to VPN, you WILL be able to login to your district with your new password. (Again, this is only applicable if you are connected to VPN on a district-issued Windows laptop.)

*MacOS Users

The process is similar to Windows users, please continue to use your old password to login to your computer.

When you return back to work you will need to connect your Mac to an internet cable and restart your computer and login with the new password.