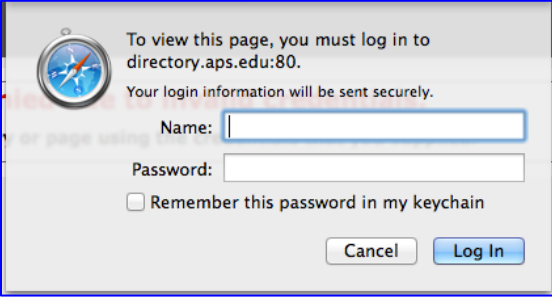


Setting Up a Student Password in the APS Directory

1. Go to directory.aps.edu.

2. Log in using your Active Directory credentials
(e+employee number, email password)



To view this page, you must log in to directory.aps.edu:80.
Your login information will be sent securely.

Name:

Password:

☐ Remember this password in my keychain

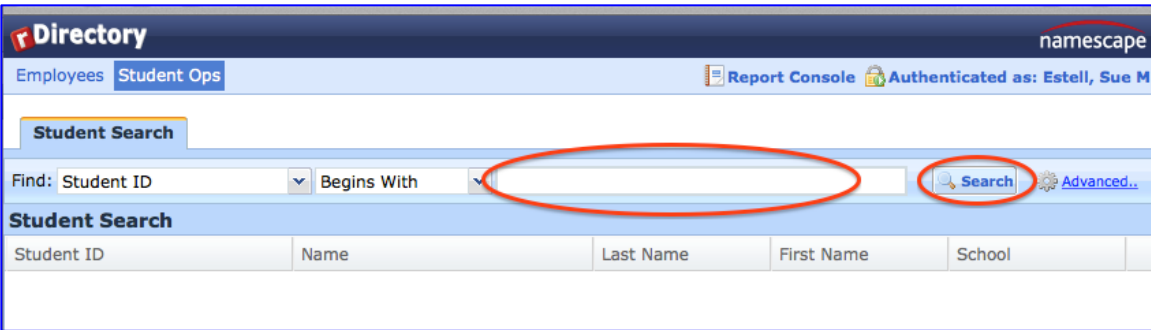
Cancel Log In

3. Once you have logged in, you will see your profile page. Look for the “Student Ops” tab and click on it.



The screenshot shows the APS Directory web application in a Safari browser. The user is logged in as 'Estell, Sue M'. The 'Student Ops' tab is highlighted with a red circle. The profile page shows fields for Title, Employee ID, Description, Location Code, Location Name, Office, Office Phone, Manager, and Home Page. A note at the top states: 'Note: If your Employee ID is incorrect please call the Service Desk at (505)830-8080'. A photo placeholder is visible with the text 'Photo Not Available'.

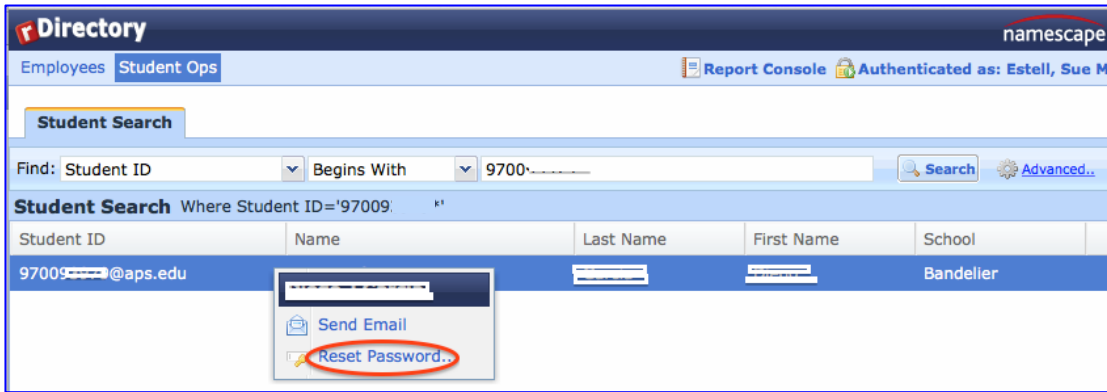
4. In the Student Ops window, type in the student's ID number and click on the **Search** button. (If you do not know the number, you can search using the student's name.)



The screenshot shows the 'Student Search' section of the APS Directory. The 'Find' dropdown is set to 'Student ID'. The 'Begins With' dropdown is also visible. A red circle highlights the search input field, and another red circle highlights the 'Search' button. The 'Advanced..' link is also visible.

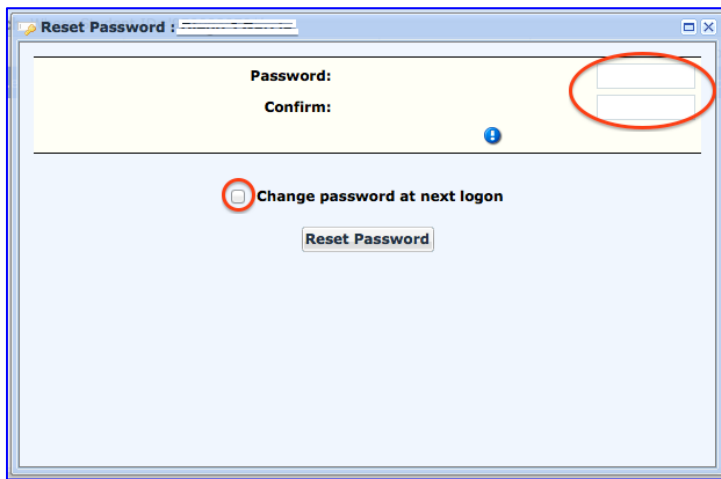
Student ID	Name	Last Name	First Name	School
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5. On the student's record row, **right-click** on the student's name to bring up the option menu. (Right-click menus can be seen on a Mac by pressing down the Control key while clicking.)



6. Choose “Reset Password” from the option menu.

7. In the Reset Password window that opens, type in the student's new password twice.



8. UN-CHECK the box next to “Change password at next login”.

9. Click on the “Reset Password” button. You should see a message pop up from the bottom of the screen telling you that the password has been reset.

10. Start over at step 4 if you need to re-set another student's password.

APS passwords must have at least 8 characters, and must use at least 3 of the following 4 types of characters:

- Uppercase character (e.g., A-Z)
- Lowercase character (e.g., a-z)
- Numeric character (0-9)
- Non-alphanumeric characters such as !, @, \$, -, #, etc. (NO slashes, either /forward or \back)

APS passwords may NOT include:

- Student's first or last name
- Student's 4-digit year of birth
- Student ID#