ACPS Active Directory Network Password Policy

- To increase network security, all ACPS end-users will be reminded at the beginning of every month to change their ACPS password. Go to https://myaccount.k12albemarle.org to change your ACPS password.
- All passwords must contain at least 5 characters, letters, numbers and/or symbols, and cannot be repeated/re-used.

ACPS Password Procedures

CHANGING ACPS Password:

- A reminder to change your password is sent out the beginning of every month.
- The ACPS end-user is directed to go to https://myaccount.k12albemarle.org to change their password.

EXPIRED ACPS Password:

- Contact one of the following staff members to request a password reset:
  - Troubleshooter assigned to a school building
  - Front Office personnel may contact DART Technicians or the ACPS Help Desk to request a password reset on behalf of the ACPS employee whose password has expired.

IMPORTANT NOTICE: Under no circumstances will the DART Technicians or ACPS Help Desk reset an ACPS password over the phone without verification of the requesters' identity. Nor will we notify an ACPS employee of their password reset in an email message.