How to Reset Your APD Windows Password

Step 1
Please go to http://apdap5v.apd.fl.local:8888, click the “Reset Password / Unlock Account” link. When the ADSelfService window opens, click the “Reset Password” button. (Figure 1.1)

Step 2
Enter your Windows user name (Domain User Name), select ‘APD’ from the drop down menu and click the “Continue” button. (Figure 1.2)
**Step 3**

Answer (Ans:) your security questions (Que:) and click the “Continue” button. (Figure 1.3)

![Figure 1.3](image1.png)

**Step 4**

Enter your new password in the New Password field, enter your new password again in the Confirm New Password field, then click the “Reset Password” button. (Figure 1.4)

**NOTE:** In order to meet password complexity requirements, your password must have any three of the following four characteristics: 1-uppercase letter, 2-lowercase letter, 3-number, 4-special character (ie: ?, ^, !, *, etc.)

![Figure 1.4](image2.png)
Step 5

If you receive the message below, your Windows password is now reset. Please close the window and log in to your computer using your new password. (Figure 1.5)

![Image showing password reset confirmation](image-url)

Figure 1.5