

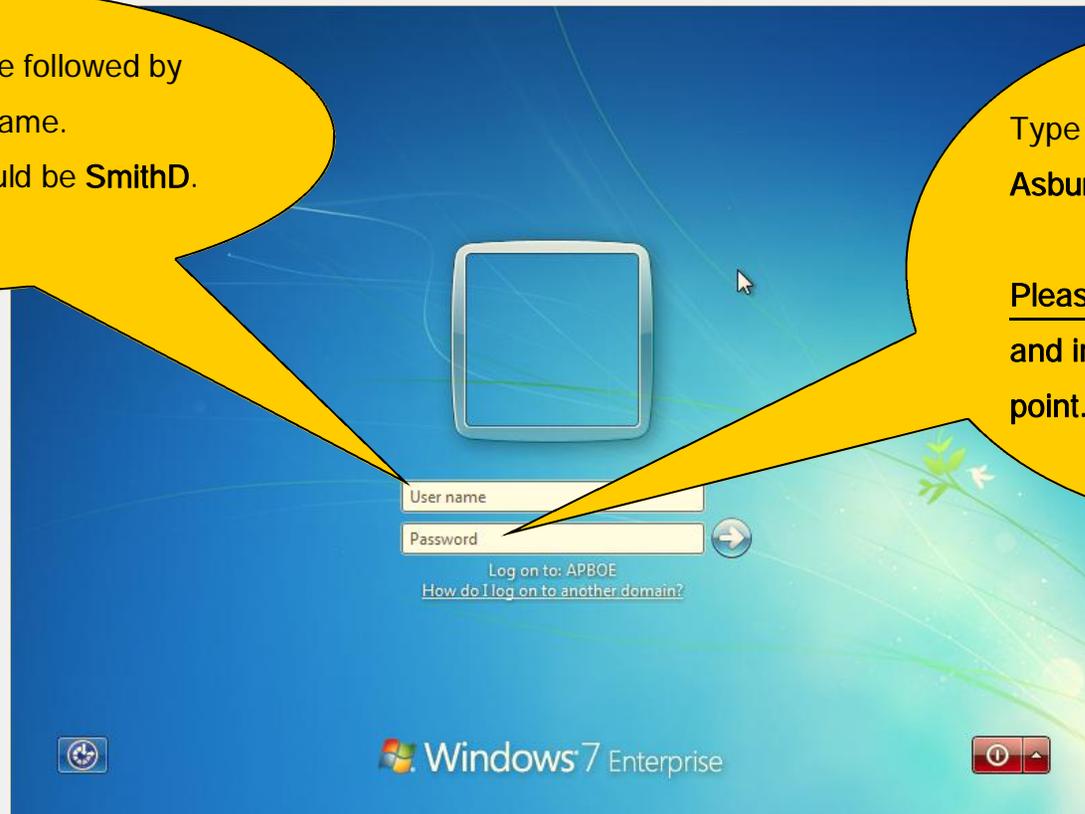
As part of the Asbury Park School District Acceptable Use Policy all employees must use a password to protect their school district issued accounts from unauthorized use. Therefore, **BEFORE** any user gains access to network resources like File Sharing, Network Printing, and **EMAIL**, each user **MUST** create their own personal password. The same temporary password is assigned to every account when the account is first created. That temporary password is, Asbury! The password is case sensitive and requires the exclamation point. Below are the step-by-step instructions to create your own personal password. Begin by signing onto any computer in your building. If you don't have a computer in your classroom then you can utilize a computer in your Media Center or a Computer Lab. **AGAIN, YOU WILL NOT BE ABLE TO ACCESS EMAIL UNTIL YOU CREATE A PERMANENT PASSWORD BY SIGNING ONTO THE NETWORK USING ANY COMPUTER IN YOUR BILIDING.**

Username is your last name followed by the first initial of your first name.

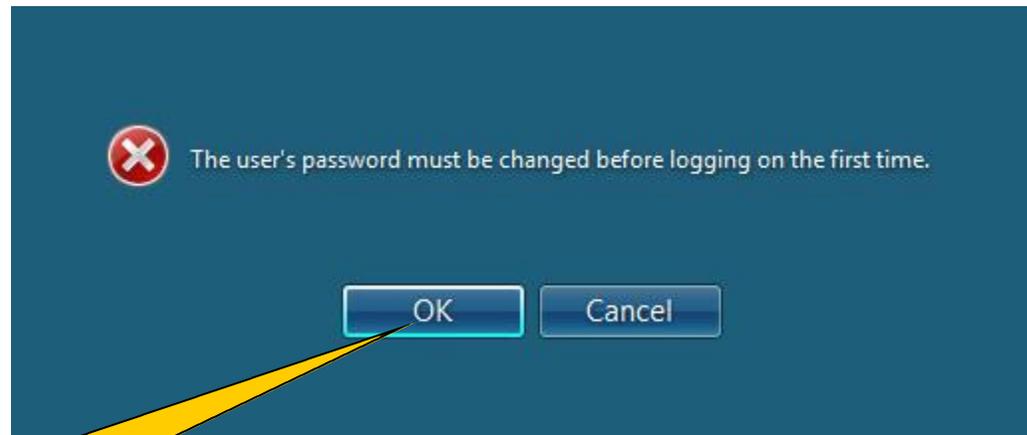
Example: David Smith would be **SmithD**.

Type the temporary password, **Asbury!**

Please Note: Capitol letter A and include the exclamation point.



After typing your username and the temporary password you will receive a message stating the **password must be changed** or **your password has expired**. Simply click the **OK** button to continue the process of creating your own personal password.



Select the **OK** button.

The dots represent the temporary password that was assigned to your account, Asbury!

**DO NOT CHANGE!**



test-account

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New password

Confirm password



Log on to: APBOE  
[How do I log on to another domain?](#)

Cancel

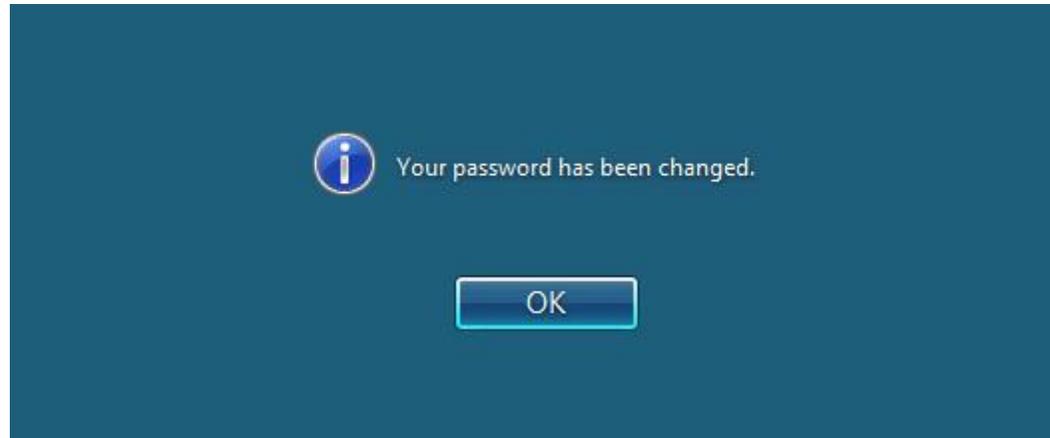
Type your new personal password.

Confirm your new personal password by typing it again.

Click the arrow button to make the change.

Passwords should be at least 7 characters in length and should include both upper and lower case letters. Passwords should also include at least one special character. For example, ! # \$ % & < > are all special characters. Numbers can also be included but do not count as capitals or special characters. You cannot use your name or login id for your pass-

You will receive confirmation that your password has been changed.



Congratulations you now have your own personal password! From now on you will use your new personal password to sign-on to the district network and to access district email. You can access your district email from the Homepage of the Asbury Park Web Site or by going directly to <https://webmail.asburypark.k12.nj.us/owa>.