How to
Change password - update profile?
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How user can self-update his/her personal info into Active Directory?

1- First user has to go to the Link: [https://aucpwd.aucegypt.edu](https://aucpwd.aucegypt.edu) he/she will show below screen.

2- User has to enter his/her username & password in sign in field.

3- After user has logged in he will got the disclaimer agreement as shown below
After user check box that he/she agreed the disclaimer he will then got a welcome message box and enforcing him/her to enroll the security questions by him/her self so be able to reset /unlock his/her password. “If user didn’t enroll the security questions, he/she won’t be able to reset his/her password”. Welcome box message is shown below

4- User has to click “Click Here” link shown in the bottom of the welcome box as shown above.
5- User will forward to the self-update page, so he/she could add/change his personal info in Active Directory and then click update. AS shown in below screenshot.

6- Then user should go to Enrollment tab to define his/her security questions.

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How user should enroll his/her security question?

1- User should define his/her enrollment security question to be able to reset his/her password. As shown below.

2- After user defined his /her security questions, he should click Enroll button in the right bottom of the page. As shown below.

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How user could reset his/her password?

1- First user has to go to Link: [https://aucpwd.aucegypt.edu](https://aucpwd.aucegypt.edu) he/she will show below screen.

2- User will go to reset password in the left middle of the page as shown above.

3- User will get the below page to enter his/her account in “Domain User Name “filed and to enter to security code below and hit continue.
4- User will be asked to provide security questions he/she was defined and to enter to security code below and hit continue as shown in below screen.
5- After That user will be promoted to enter his/her new password and enter the security code and click reset password. As shown below.
6- When user click Reset password and the password accepted he/she will get that password has been changed successfully.

7- User will receive an acknowledge SMS & email that his/her password has been changed successfully.