

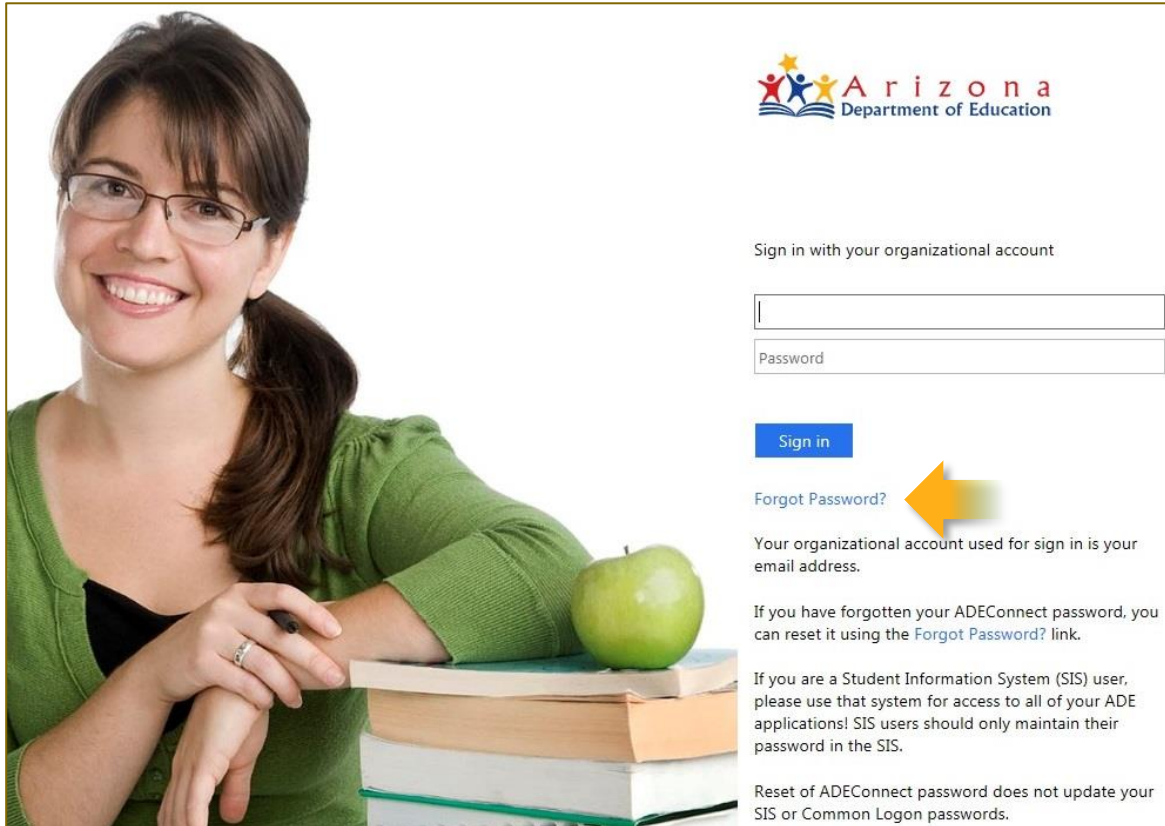
Online Expense Portal

QUICK REFERENCE GUIDE

Reset Password

If you forget your password to the Expense Portal or if you cannot log in, reset your password using the following steps:

- 1) Access the Expense Portal at <https://home.azed.gov/Portal/>
- 2) Click the **Forgot Password** link under the sign-in button :



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Sign in with your organizational account

Sign in

Forgot Password?

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the **Forgot Password?** link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

- 3) Type the email address that you used during registration into the **Enter Email** textbox and click the blue **Request Password** button:



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If you are a Student Information System user, please use that system for access to all of your ADE applications!

Please enter your ADEConnect email address to receive your change password information.

Enter Email **Type Email**

Click **Request Password**

- 4) A message will display to inform that a reset password link was sent to your email address. Check your inbox for an email from the ADE Support Center and click the **Password Reset** link:



- 5) A window will open for selecting a new password. Type a password into the **New Password** field and again into the **Confirm New Password** field. Make sure to follow the policy rules for security. Click **Set Password** once complete.

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If you are a Student Information System user, please use that system for access to all of your ADE applications!

Please set your password for ADEConnect.

ADE Password Policy

- Password cannot contain your account name or parts of your full name that exceed two consecutive characters
- Eight characters minimum in length
- Three of the four options below must be included:
 - Contains at least one upper case letter
 - Contains at least one lower case letter
 - Contains at least one symbol [example: !, @, #, \$, %, *]
 - Contains at least one number [between 0-9]

New Password

Confirm New Password

Click

Type new Password in each field

- 6) A message will display to confirm your password was reset. Click **OK** to return to the login screen.

