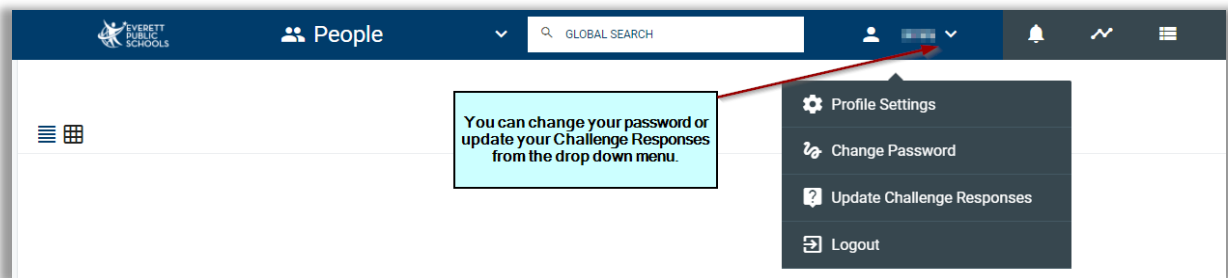# Setting up security question responses

When staff add security question responses, they can reset their own forgotten password.
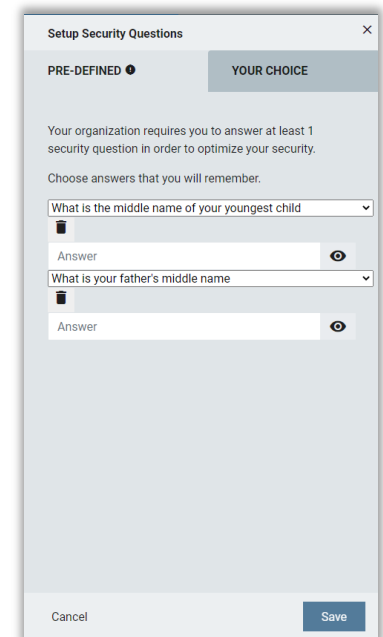
1. Link to the EPS Password Reset Tool: https://arms.everett.k12.wa.us This link can be found on Technology main page, Staff Tools page and Grades & More page under QUICKLINKS
2. From Rapid Identity screen – insert employee ID and district password
3. Select arrow next to your name in upper right of screen and select Update Challenge Responses

4. Select Update Challenge Responses
   a. Complete two questions with answers you will remember
   b. Select Save at the bottom of the screen.
      NOTE: If it will not save it means you have unanswered questions. Simply find the trash can near the question without an answer and delete. Then try Save again.
   c. Go back to your name and Logout

If you then ever forget your password – you can return to the EPS Password Reset Tool - https://arms.everett.k12.wa.us and

1. Select Need Help?
2. Forgot My Password
3. Enter your security question responses and create a new password