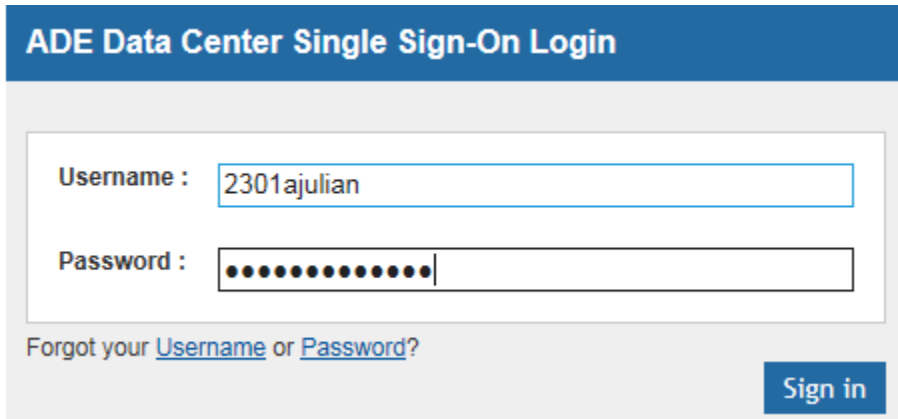# Account User SSO Guide

Managing Your Active Directory Account in SSO.
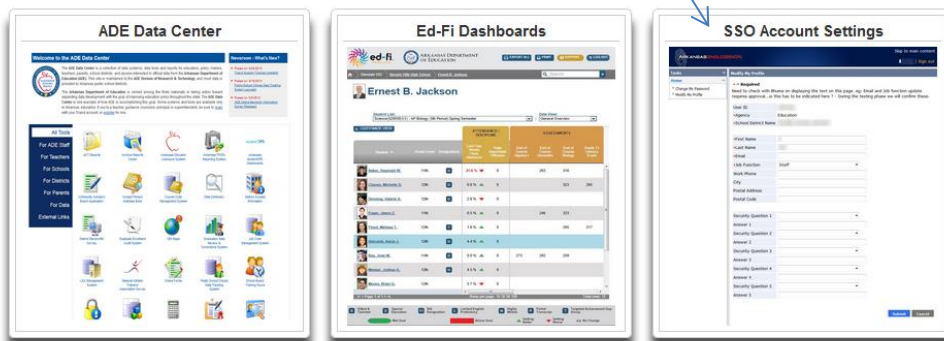
- Visit www.apscn.org, select menu item "Security" then "Security Resources".
  If desired, access link directly at https://adedata.arkansas.gov/security/.
- On the "Security Resources" page, select "ADE Single Sign On (Sign In)" - enter 'Username' and 'Password'.

- To access the management menus, select the "SSO Account Settings" icon.
  Icons displayed will vary.

Change My Password

Listed are 3 methods to change your SSO password. The first two are preferred and the third method of sending the email link should only be used when you have forgotten your password.

If your password has not yet expired:
- Visit www.apscn.org, select menu item "Security" then "Security Resources".
  If desired, access link directly at https://adedata.arkansas.gov/security/.
- On the "Security Resources" page, select "ADE Single Sign On (Sign In)" - enter 'Username' and 'Password'.
- Click "Change My Password" and enter a new password.

If your password has expired, yet you still remember the old password:
- Visit www.apscn.org, select menu item "Security" then "Security Resources".
  If desired, access link directly at https://adedata.arkansas.gov/security/.
- On the "Security Resources" page, select "ADE Single Sign On (Sign In)" - enter 'Username' and 'Password'.
- You will be prompted to enter a new password at this time.

If you have forgotten your password (or are a brand new user) follow these steps:
1. For best success, we recommend that you close ALL browsers
2. Re-open an internet browser and navigate to "www.apscn.org > Security > Security Resources > ADE Single Sign On"
3. Do not enter a user name and password – instead click "Forgot Your Password" (not username)
4. Enter your user name and then select "Click here to send Password Reset Link by email" (this is recommended over having an ADAM send you the link or over answering your security questions, if you have any)
5. THIS STEP IS IMPORTANT – close all browser windows and web applications
6. After insuring that all browser windows are closed, open email and click the link to allow SSO to be opened by the browser in the proper manner
7. After you enter your login ID you will be able to enter a new password (make sure to follow the listed criteria, no part of your name (first, last, or ID), etc)

TIP:
While it does not matter to SSO and Active Directory if part of your name is included in your password, several applications do take issue. When entering a new password, be sure not to include 3 characters in a row from your First Name, Last Name, or ID.
The following examples would cause issue:
User:
Robbin Townson (1202rtownson)
Bad Passwords:
- TheHobbit27 – "obb" are 3 characters in a row found in both the password and the First Name
- Ownership27 – "own" are 3 characters in a row found in both the password and the Last Name
- MyVision2020 – "202" are 3 characters in a row found in both the password and the ID