Manassas City Public Schools
Password Reset System
Enrollment Process

**Note:** The enrollment process must be completed before the system may be used to change or reset a password.

1. Access the MCPS Password System: [https://pw.mcpsva.org:9251/](https://pw.mcpsva.org:9251/)
2. Enter your MCPS username (Do not include the “@mcpsva.org” portion)
3. Enter your current MCPS password
4. Click the “Login” button

5. You will see the welcome screen. Select the “Click Here” link to begin the enrollment process.
6. Select five (5) challenge questions and enter your responses.
7. Click the “Enroll” button when complete.

8. You will receive a successful message upon completion.