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/
2. Click on the “Reset Password” link.

3. Enter your MCPS username (Do not include the “@mcpsva.org” portion)
4. Click the “Continue” button

5. Provide answers to three (3) of the challenge questions that you previously set up.
6. Enter the characters displayed in the picture on your screen.
7. Click the “Continue” button
8. Enter your new password. (*MCPS password must contain at least three of these elements: uppercase, lowercase, numeric, or symbol.*)

9. Enter your new password again to confirm.

10. Enter the characters displayed in the picture on your screen.

11. Click the “Reset Password” button
12. You will receive a successful message upon completion.