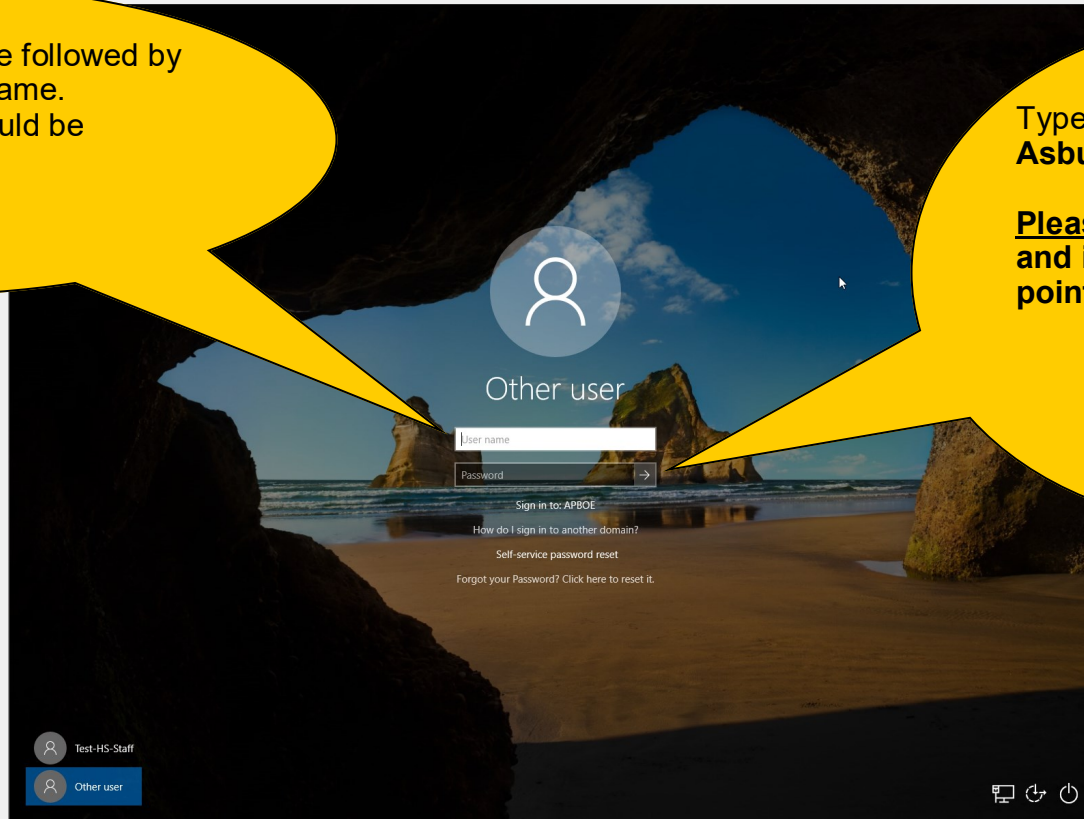As part of the Asbury Park School District Acceptable Use Policy all employees must use a password to protect their school district issued accounts from unauthorized use. Therefore, **BEFORE** any user gains access to network resources like File Sharing, Network Printing, and **EMAIL,** each user **MUST** create their own personal password. The same temporary password is assigned to every account when the account is first created. That temporary password is, Asbury! The password is case sensitive and requires the exclamation point. Below are the step-by-step instructions to create your own personal password. Begin by signing onto any computer in your building. If you don't have a computer in your classroom you can utilize a computer in your Media Center, Computer Lab, or a notebook computer from a cart. **AGAIN, YOU WILL NOT BE ABLE TO ACCESS EMAIL UNTIL YOU CREATE A PERMANENT PASSWORD BY SIGNING ONTO THE NETWORK USING ANY COMPUTER IN YOUR BILIDING.**

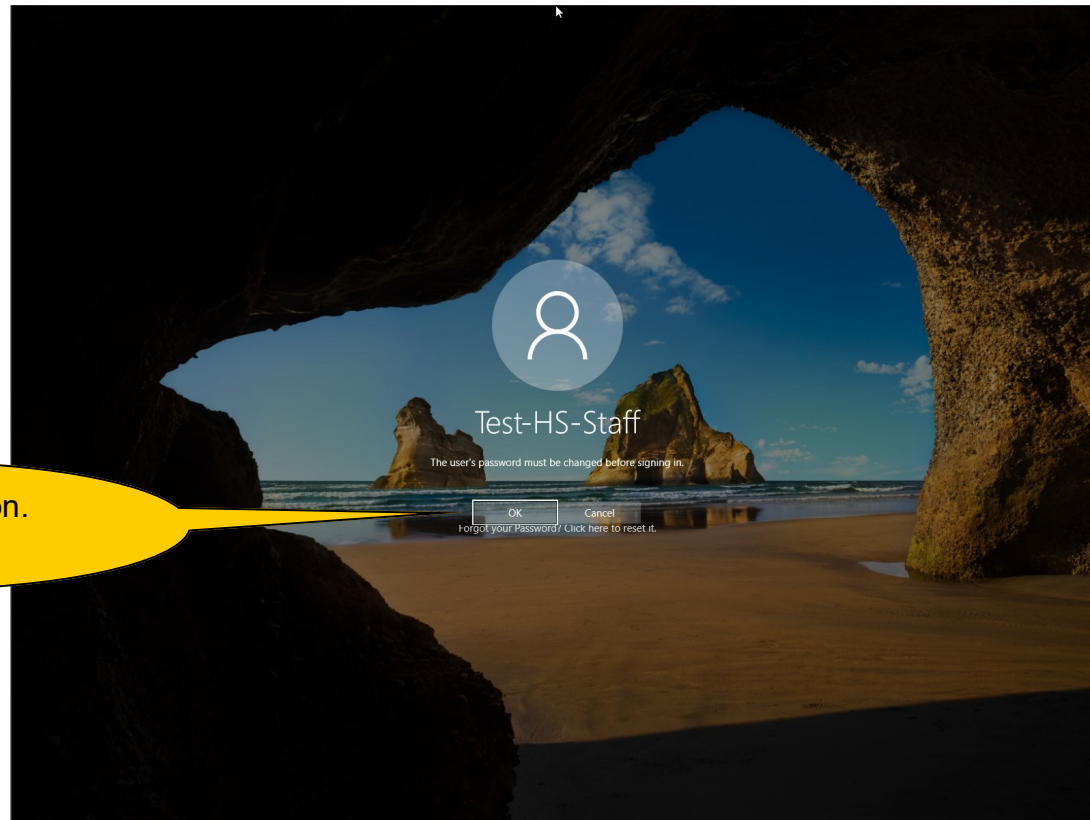Username is your last name followed by the first initial of your first name.
Example: David Smith would be **SmithD**.

Type the temporary password, **Asbury!**

Please Note: **Capitol letter A and include the exclamation point.**

Other user

User name

Password

Sign in to: APBOE
How do I sign in to another domain?
Self-service password reset
Forgot your Password? Click here to reset it.

Test-HS-Staff

Other user

After typing your username and the temporary password you will receive a message stating the **password must be changed** or **your password has expired**. Simply click the **OK** button to continue the process of creating your own personal password.
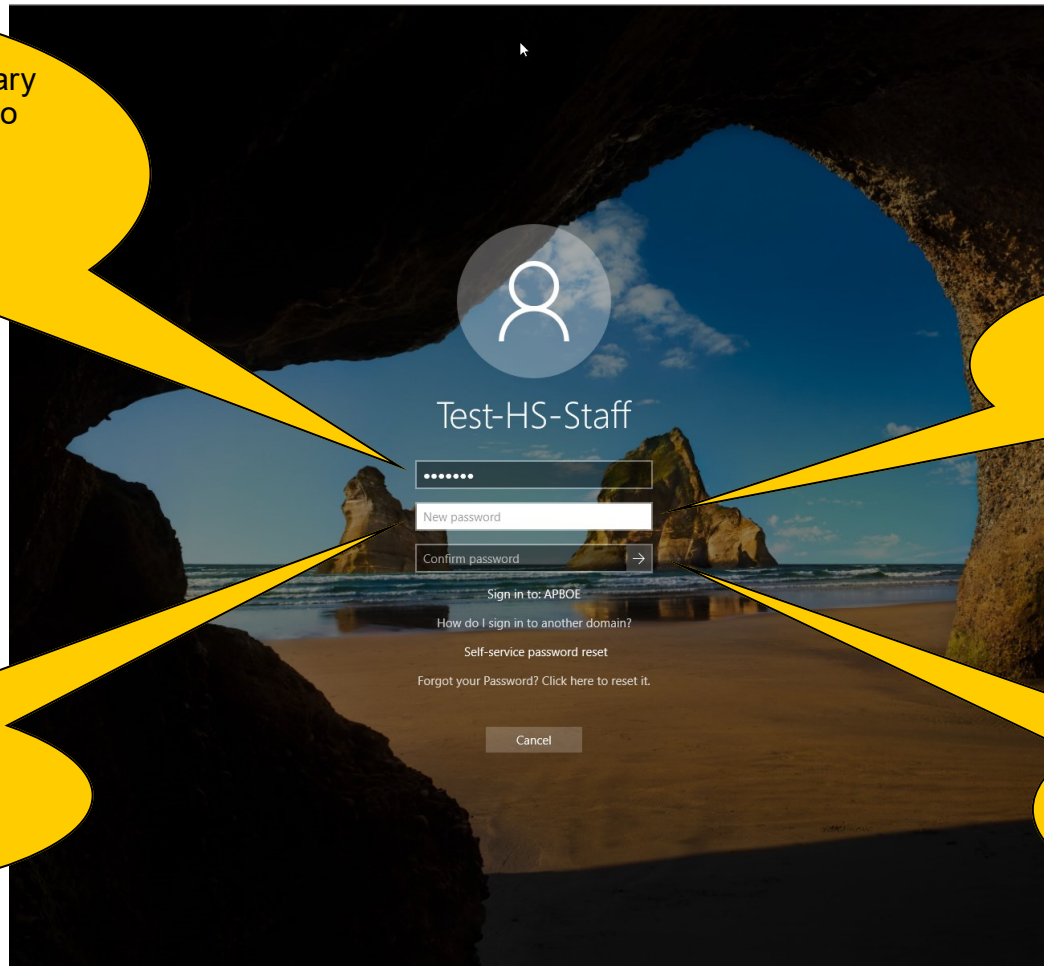

Select the **OK** button.

Test-HS-Staff

The user's password must be changed before signing in.

OK   Cancel

Forgot your Password? Click here to reset it.

Passwords must be at least 8 characters in length and must include both upper and lower case letters. Passwords must also include at least one special character. For example, **! # $ % & < >** are all special characters. Passwords must also include numbers and numbers do not count as special characters. You cannot use your name or login id for your password and you can not use your last two most recent passwords.

You will receive confirmation that your password has been changed.
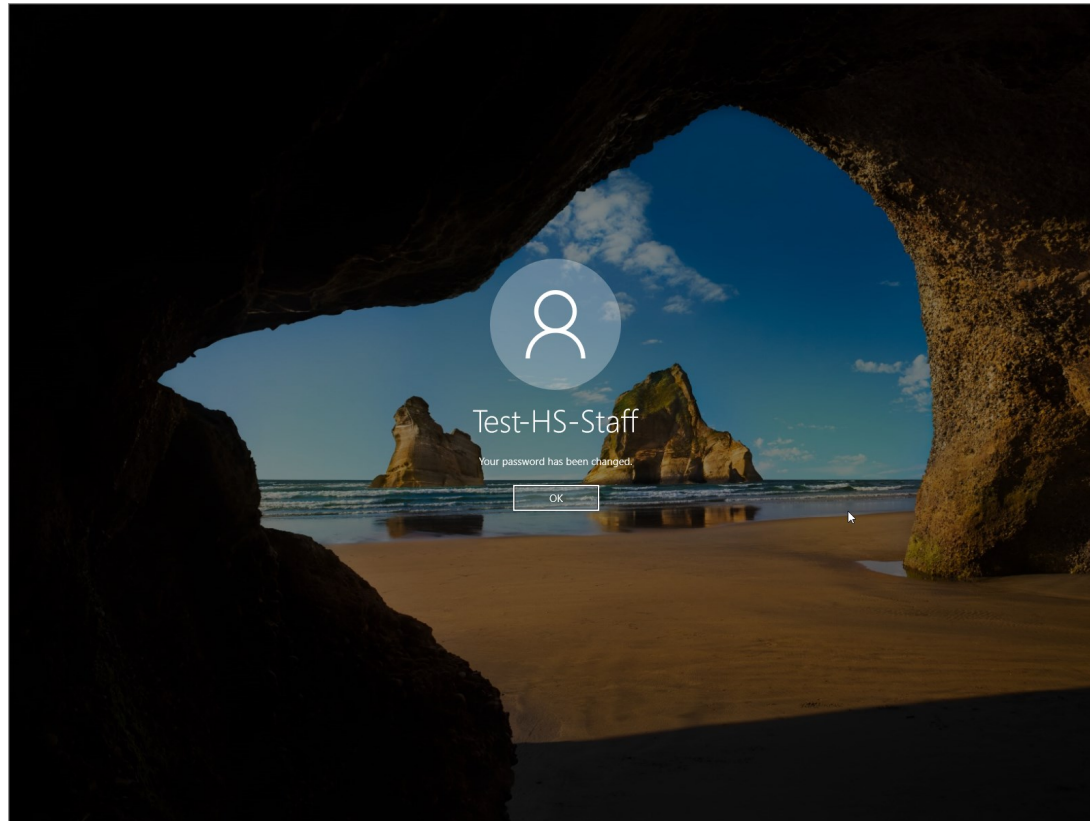
Congratulations you now have your own personal password! From now on you will use your new personal password to sign-on to the district network and to access district email. You can access your district email from the Homepage of the Asbury Park Web Site or by going directly to **https://webmail.asburypark.k12.nj.us/owa.**