

LCPSGO (<http://go.lcps.org>) is the new LCPS single sign-on and password management system. The system enables staff and students to access many LCPS applications through one website while also allowing users to change their LCPS Enterprise Active Directory (LEAD) passwords from anywhere, anytime. There is no longer a need to be connected to the LCPS network or on an LCPS managed device to change your LEAD password!

To access LCPSGO, **open a Google Chrome browser** on an internet connected device and **navigate to <http://go.lcps.org>**

- For the best experience, DTS recommends using the Google Chrome browser to access LCPSGO
- The password management capabilities on mobile devices are limited:
 - o The password change/expired password functionality is currently not supported in the iOS or Android mobile apps
 - o If using a mobile device browser, DTS recommends viewing as a “desktop site” and rotate their screen into portrait mode
- We strongly encourage all staff to setup their password recovery options to prevent the potential disruption to LCPS resources

Setting Up Password Recovery Options:

- 1) Navigate to LCPSGO (<http://go.lcps.org>) from your Google Chrome Browser
 - a. Click the **down arrow** in the upper-right hand corner next to your avatar.

 - b. Select **My Profile**
 - c. Select **Password Recovery Setup** from the menu on the left
 - d. You can select up to 3 notification methods that can be used when a password reset is needed.
 - i. **Mobile Phone, Email, Challenge Questions:** If all three options are configured, you will have the option to choose which of the methods you would like to use to perform your password reset.

Reset Forgotten Password:

- 1) Navigate to LCPSGO and click on the “**Help, I forgot my password**” link below the Sign In button
 - a. Note: A Password Recovery option is required to reset a forgotten password.

If your password has expired (i.e. was not changed within 90 days or was flagged to expire):

- 1) Navigate to LCPSGO and login with your LCPS LEAD credential. You will be required to complete the following information:
 - a. Old Password (this is your last known good password or temporary password)
 - b. New Password
 - c. Confirm Password
- 2) Once all three fields are completed, select the **Submit** button
- 3) You will receive the following message:

Your password has been updated
successfully

On Demand Password Change:

- 1) Navigate to LCPSGO (<http://go.lcps.org>) and login with your LCPS LEAD credential
- 2) Navigate to your profile by clicking the down arrow at the top right of the screen and select My Profile
- 3) Click on Reset Password button towards the bottom of the screen and follow the prompts:

Password

General password reminder: If you have stored your LEAD credentials on other devices, you will be required to update the passwords on those devices. This includes but is not limited to iPhones, iPads, Androids, and other BYOT devices.