Oracle Password Reset

If you are a first time Oracle User or you have forgotten your Oracle password, you may reset your own password. To reset your password, click on the Login Assistance link located below the login button.

Enter your User Name in the box, and click on the **Forgot Password** button. Your User Name should be the same User Name you login in the morning, but WITHOUT the “@lcps.org”. For example, my User Name is DBLACKWE. This ID cannot be longer than 8 characters. Some people who have more common last names may also have a number in their User Names such as AJONES3 or TSMITH5.

**Account NOT Set Up:** If your account was NOT set up in Oracle, you will receive an error message asking you to contact the system administrator. You will only receive this message if your account was NOT set up or if you used the improper User Name. Please use the [LDSD Service Desk System](#) to create a Work Ticket to request an Oracle ID be created for you.
Account IS Setup already: If your account has been set up in Oracle you should see the following message displayed on the screen indicating as much.

If you receive this message it means that you have an Oracle account and the system will send you an email with instructions on how to reset your password. This email will come from Workflow Mailer and will look similar to the following. It may take a several minutes before you receive the email. Please be aware it may end up in your Junk Folder, so if you do not get anything within 10 minutes, check your junk folder. If it’s not there, submit a work ticket.

When you open up the email, it will look similar to the following. Click on the Reset your password link.
After you click on the reset link, you will be prompted for your User Name and New Password. You should make up your own password and enter it the same way twice.

If all goes well you should receive a message saying “Confirmation: The password has been reset; use the new password to login to the system.”
Changing your Oracle Password

You can change your Oracle password at any time, once you log into Oracle. This is accomplished from the main menu screen. Click on **Preferences** in the upper right hand corner of the screen.

This will take you to the Preferences page. Scroll all the way to the bottom of the screen to the **Change Password** Section.

Enter your old password once.

Enter your new password two times.

Do not forget to click on the **APPLY** button in the lower right hand side of the screen when done.