AHS Self Service Password Reset Enrollment

In order to utilize the AHS self-service password reset tool you must first enroll. This includes setting up security questions that must be answered correctly before you can change your password. Below are the steps to complete the enrollment process.

1) Open your web browser and go to
   https://ahs-sspr.alamedahealthsystem.org:8888

   You will be prompted to enter your AHS username and password. Please do so and select ==Login==.
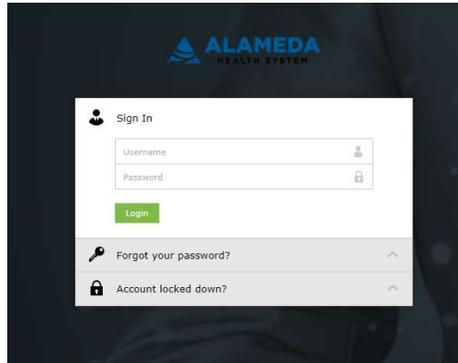
2) Upon logging in if you are greeted with a Welcome message please select ==Click Here== to continue with the enrollment process.

3) You will now need to pick your security questions and fill in your answers to each. You will also need to generate a question of your own and provide an answer. After doing so select ==Next.==

   Please note that security question answers must be a minimum of 5 characters.

4) You will now be taken to a screen informing you that you have successfully enrolled.
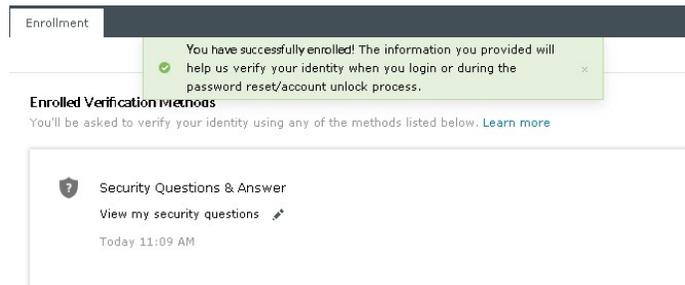
5) You can now log out of the portal by clicking on the upside-down triangle in the top right-hand corner of the screen and selecting <mark>Sign Out</mark>.

   After signing out you can close your web browser.
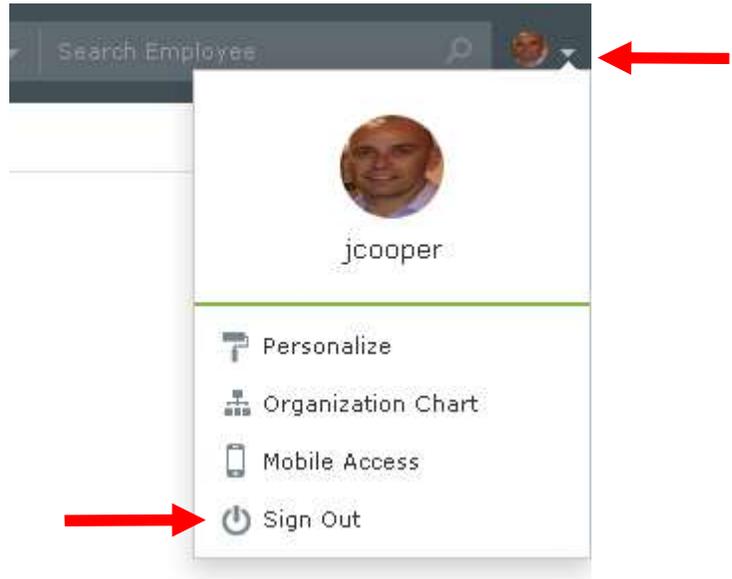
6) You are now enrolled in the Self-Service Password Reset tool. In the future, if you forget your password you can come back to this site and select **<mark>Forgot Your Password</mark>** from the main screen. You will then be taken through a set of steps that will allow you to change your password.