



Welcome to the JPS Email System!

Once you have completed the employment process in Human Resources, email and user accounts are automatically created for each employee.

Step 1: Sign the JPS Acceptable Use and Internet Safety Policy.

(www.jackson.k12.ms.us/AcceptableUse)

Step 2: Get your JPS user name. Go to the Jackson Public School Website. Click on the **Departments** tab, click on **Information Technology Services**. Look at the bottom of the page and follow instructions under **Retrieving Your Username**.

Step 3: Reset your password. Once your password has been reset successfully, you will be able to use your JPS email account and login into any computer that is connected to the Jackson Public Schools network.

Password reset directions:

- Go to the JPS Internet on any JPS computer.
- Go to Departments on main page.
- Click on Information Technology.
- Look under title "Recovering Your Password or Username."
- Look under **option 2 and** click the link that states "Self –Service Reset Password Management."
- Click Forgot my password.
- Enter your user name and click Continue.
- Correctly answer the three security questions.
- Click Reset Password.
- Carefully read and follow the password rules and enter your new password two times in the correct boxes.
- Click Reset Password and wait.
- If all is done correctly, it will say Congratulations!

Information Technology Contacts

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