

How to Enroll in ADSelfService Plus (password change/account unlock):

Start by going to the website: <https://myid.indianriverschools.org>

When the site comes up please enter your School District username and password in the spaces below and click the “Login” button

Sign in

User Name:

Password:

Log on to: IRC ▼

Login

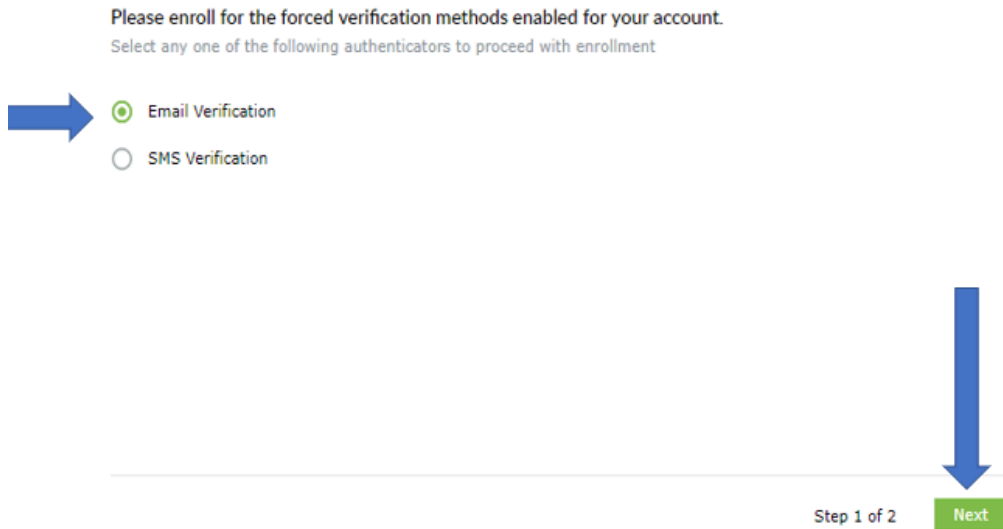
When the next page loads you will get a pop up telling you about the website and asking you to complete your enrollment. Click the green “Click Here” button to continue:

Welcome! This portal offers you the power of password self-service!

- Password Reset: Securely reset your machine password without help desk assistance.
- Account Unlock: Unlock your account when you get locked out without help desk assistance.

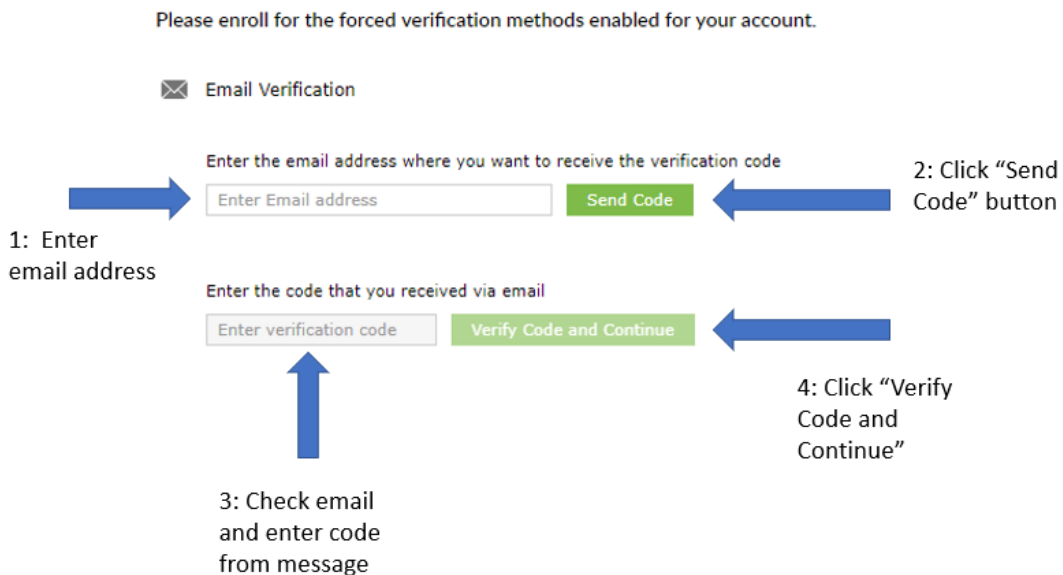
Complete your enrollment now! [Click Here](#)

We have two ways to verify our accounts, both methods will send a six-digit number to either your email address or to your cell phone via text message. You can use one or the other to reset or unlock your account, but we do recommend that you enroll in both options just in case. Click the circle next to the one you want to enroll into first and click the green “Next” button:



Email Enrollment:


For the email enrollment please provide an external email address. This should be different then your work email address (Examples: yahoo, gmail, etc..) and click the green “Send Code” button. Then check your email, you should receive a message with a six-digit code. Type the code in the “Enter verification code” box and click the green “Verify Code and Continue” button.



SMS (Text Message) Enrollment:

For SMS enrollment, you would start by typing in your cell phone number. Note that you must put a one plus the area code in the first box. (See example below) Then click the green “Send Code” button. Check your cell phone, you should receive a six-digit verification code. Type that code into the “Enter verification code” box and click the green “Verify Code and Continue” button.

Please enroll for the forced verification methods enabled for your account.

 SMS Verification

Enter the mobile number where you want to receive the verification code

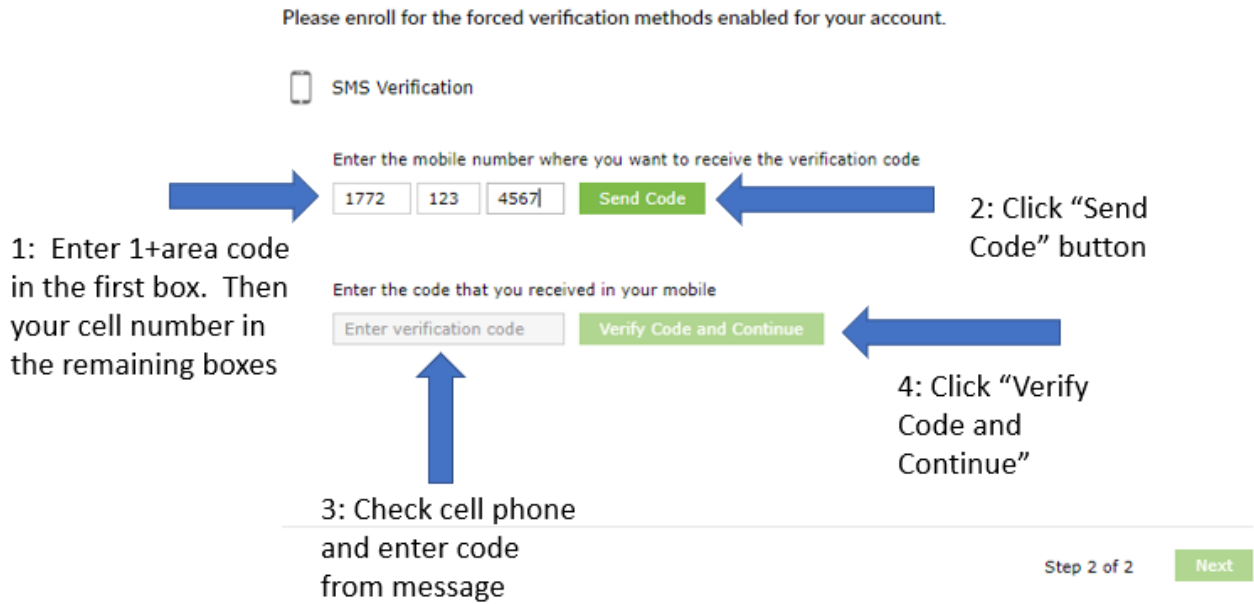
1: Enter 1+area code in the first box. Then your cell number in the remaining boxes

2: Click “Send Code” button

3: Check cell phone and enter code from message

4: Click “Verify Code and Continue”

Step 2 of 2 [Next](#)



The image shows a two-step SMS enrollment process. Step 1: A form titled 'SMS Verification' asks for a mobile number. The input field is divided into four boxes: the first contains '1772', the second '123', and the third '4567'. A green 'Send Code' button is to the right. A blue arrow points from the instruction '1: Enter 1+area code in the first box. Then your cell number in the remaining boxes' to the first input box. Another blue arrow points from the instruction '2: Click “Send Code” button' to the 'Send Code' button. Step 2: The form asks for a verification code. The input field is labeled 'Enter verification code'. A green 'Verify Code and Continue' button is to the right. A blue arrow points from the instruction '3: Check cell phone and enter code from message' to the input field. Another blue arrow points from the instruction '4: Click “Verify Code and Continue”' to the 'Verify Code and Continue' button. At the bottom right, it says 'Step 2 of 2' and a green 'Next' button.

Once you have enrolled in either the Email Verification or the SMS (Text Message) Verification you will be taken to a screen showing which one you have signed up for and will have the option to sign up for the other method. You can also “Sign Out” of the system from this screen. In the image below I have completed the Email Verification step. The arrows point to how I could sign up for the SMS Verification or what to click to “Sign Out” of the system:

The screenshot shows a user interface with a dark header bar. On the left, there are two tabs: "Change Password" and "Enrollment", with "Enrollment" being the active tab. On the right, there is a search bar labeled "Search Employee" and a user profile icon with a dropdown arrow. A green notification box in the center reads: "You have successfully enrolled! The information you provided will help us verify your identity when you login or during the password reset/account unlock process." Below this, the section "Enrolled Verification methods" is displayed, stating "You'll be asked to verify your identity using any of the methods listed below. [Learn more](#)". Under "Enrolled Verification methods", there is a card for "Email Verification" showing two verified email addresses with "Verified" status and a timestamp "Today 01:38 PM". Below the card is an "Add Email" link. Further down, the section "Set Up Backup Verification Methods" is shown, with the text "These methods will help you prove your identity in case you face issues with other verification methods." Below this, there is a card for "SMS Verification" with a mobile phone icon and the text "You can use the verification code sent to your mobile number to prove your identity during SelfService and Logon actions." At the bottom of the SMS card is a "Set up" link. A blue arrow points from the text "Click this button, then click 'Sign Out' when your all done." to the user profile icon in the header. Another blue arrow points from the text "Click the 'Set up' link to setup the next verification method" to the "Set up" link in the SMS card.

Change Password Enrollment Search Employee

You have successfully enrolled! The information you provided will help us verify your identity when you login or during the password reset/account unlock process.

Enrolled Verification methods
You'll be asked to verify your identity using any of the methods listed below. [Learn more](#)

✉ **Email Verification**
The [redacted] Verified
N/A
[redacted] Verified ✎
Today 01:38 PM
[Add Email](#)

Set Up Backup Verification Methods
These methods will help you prove your identity in case you face issues with other verification methods.

📱 **SMS Verification**
You can use the verification code sent to your mobile number to prove your identity during SelfService and Logon actions.
[Set up](#)

Click this button, then click “Sign Out” when your all done.

Click the “Set up” link to setup the next verification method