Once you login, you will see the popup below prompting you to enroll with the new tool.

After clicking on Enroll, you will be presented with the login page below. Please login with your full email address and current password. After typing your full email address, the “Log on to:” section will be greyed out and not configurable. This is normal and expected.
Once you have logged in, you will see the screen below. Please click on “Click Here” link to start the enrollment process.

Next, pick two security questions from the drop down menus and provide your answers.
On the “Verification Code” tab, you can register your mobile phone number and non-SCC email address to utilize the recovery features of the tool. You do not have to register your mobile number or personal email address, as these are not required fields.

Once you have clicked on “Enroll”, click on “Yes”.

You have successfully enrolled! The information you provided will help us verify your identity if you forget your passwords or get locked out of your account.

Thanks for enrolling into ADS.
Next, click on the “Change Password” tab. Begin by entering your current password in the “Old Password” dialog box. Next enter your new password in the “New Password” dialog box. Next, enter your new password once more in the “Confirm New Password” dialog box. Lastly, click on “Change Password”.

Password guidelines are listed below on what are acceptable new passwords.
Once completed, you will see the message below stating you have successfully changed your password.

Your password has been changed successfully.

Click on My Info to edit your own details.