



Resetting Your ADWR Constituent Portal Password

Objective







This SOP outlines the steps to reset your password for the ADWR Constituent Portal, ensuring a smooth and secure process for users.

Key Steps

Step 1: Access the Login Page 0:28

The screenshot shows the top section of the ADWR Constituent Portal. At the top left is the Arizona Department of Water Resources logo. To its right is a "Log in" button. Below the logo is a navigation bar with "Home" and "Search for SOCs". The main content area features a welcome message: "Welcome to the Arizona Department of Water Resources Constituent Portal. Save time and paper by discovering our efficient solutions that simplify applying for, renewing, and tracking your individual applications, licenses and well information." To the right of the text is an illustration of a woman sitting at a laptop, surrounded by various icons representing documents, a smartphone, a gear, and a lightbulb. At the bottom of the page is a dark blue footer containing contact information and social media icons.

Contact

 ARIZONA Official Website of the State of Arizona	Address 1110 West Washington Street, Suite 310 Phoenix, AZ 85007	Mailing Address 1802 W Jackson St. Box #79 Phoenix, Arizona 85007	    
Tel: 602.771.8500		Fax: 602.771.8689	

- Click on the **Login** button located at the top right of the screen.
- Select **Forgot Your Password**.

Step 2: Enter Your Username 0:28



The screenshot shows the homepage of the Arizona Department of Water Resources Constituent Portal. At the top left is the department's logo. To the right is a "Log in" button. Below the logo are links for "Home" and "Search for SOCs". A welcome message reads: "Welcome to the Arizona Department of Water Resources Constituent Portal. Save time and paper by discovering our efficient solutions that simplify applying for, renewing, and tracking your individual applications, licenses and well information." To the right of the text is an illustration of a woman at a laptop with various icons floating around her. At the bottom, there is a "Contact" section with the Arizona state seal, the department's name, and contact information for both the main office and a mailing address. Social media icons for Facebook, X, LinkedIn, YouTube, and Twitter are also present.

Arizona Department of Water Resources

Home Search for SOCs

Welcome to the Arizona Department of Water Resources Constituent Portal. Save time and paper by discovering our efficient solutions that simplify applying for, renewing, and tracking your individual applications, licenses and well information.

Contact

ARIZONA
Official Website of the State of Arizona

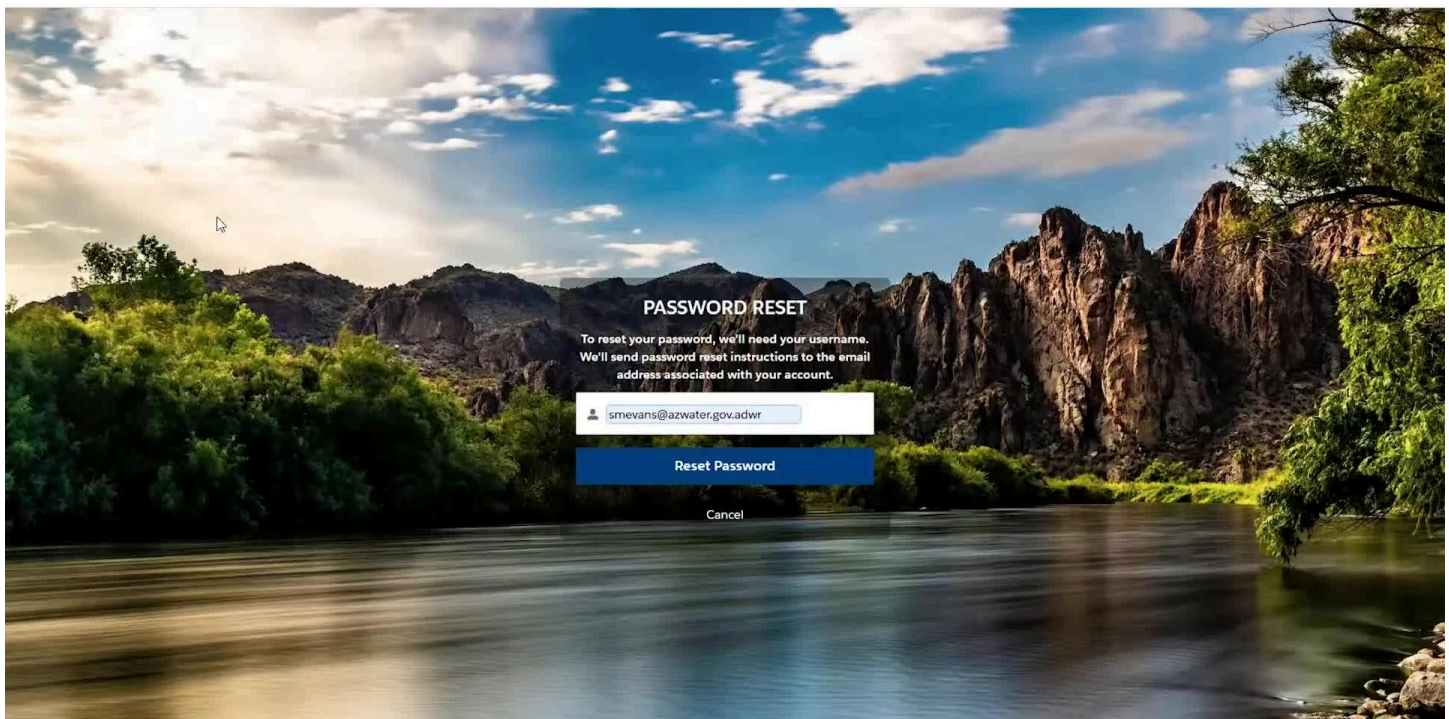
Address
1110 West Washington Street, Suite 310
Phoenix, AZ 85007
Tel: 602.771.8500

Mailing Address
1802 W Jackson St. Box #79
Phoenix, Arizona 85007
Fax: 602.771.8689

Facebook X LinkedIn YouTube Twitter

- Type in your **username**.
- If you do not remember your username, refer to the **welcome email** sent to you when your account was created.

Step 3: Request Password Reset 0:51



The screenshot shows a "PASSWORD RESET" form overlaid on a scenic background of a river and mountains. The form includes a title, a brief instruction, an email input field with the example "smevans@azwater.gov.adwr", and two buttons: "Reset Password" and "Cancel".

PASSWORD RESET

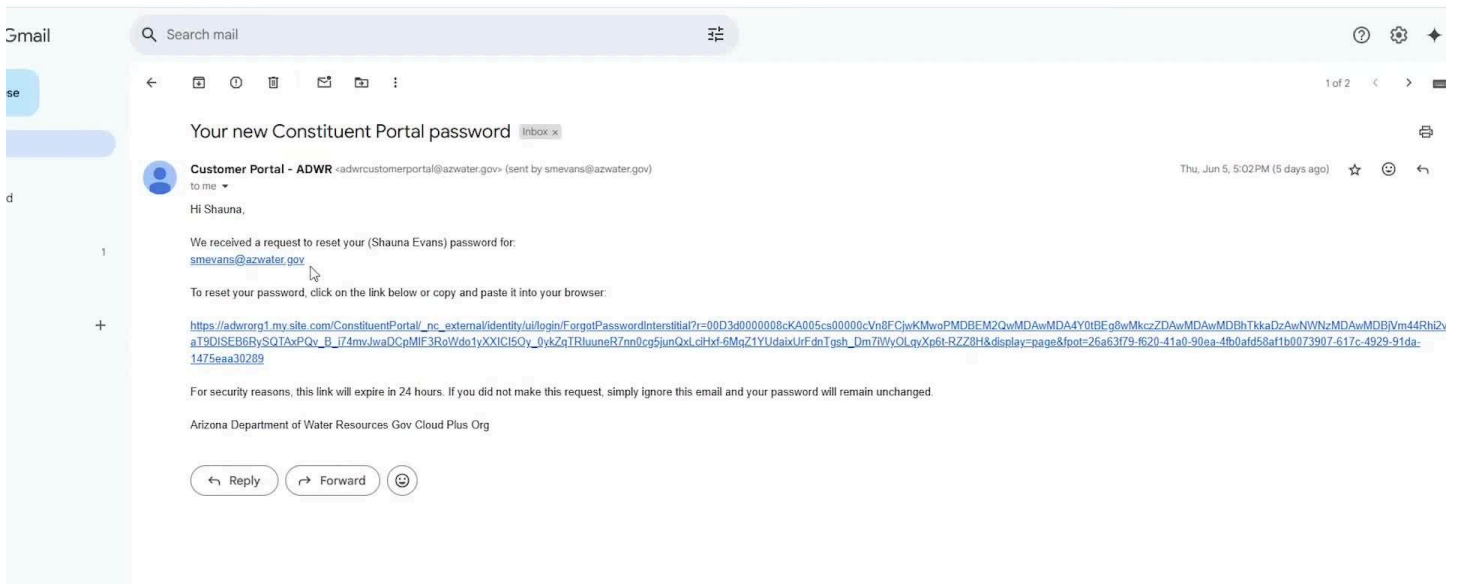
To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account.

Reset Password

Cancel

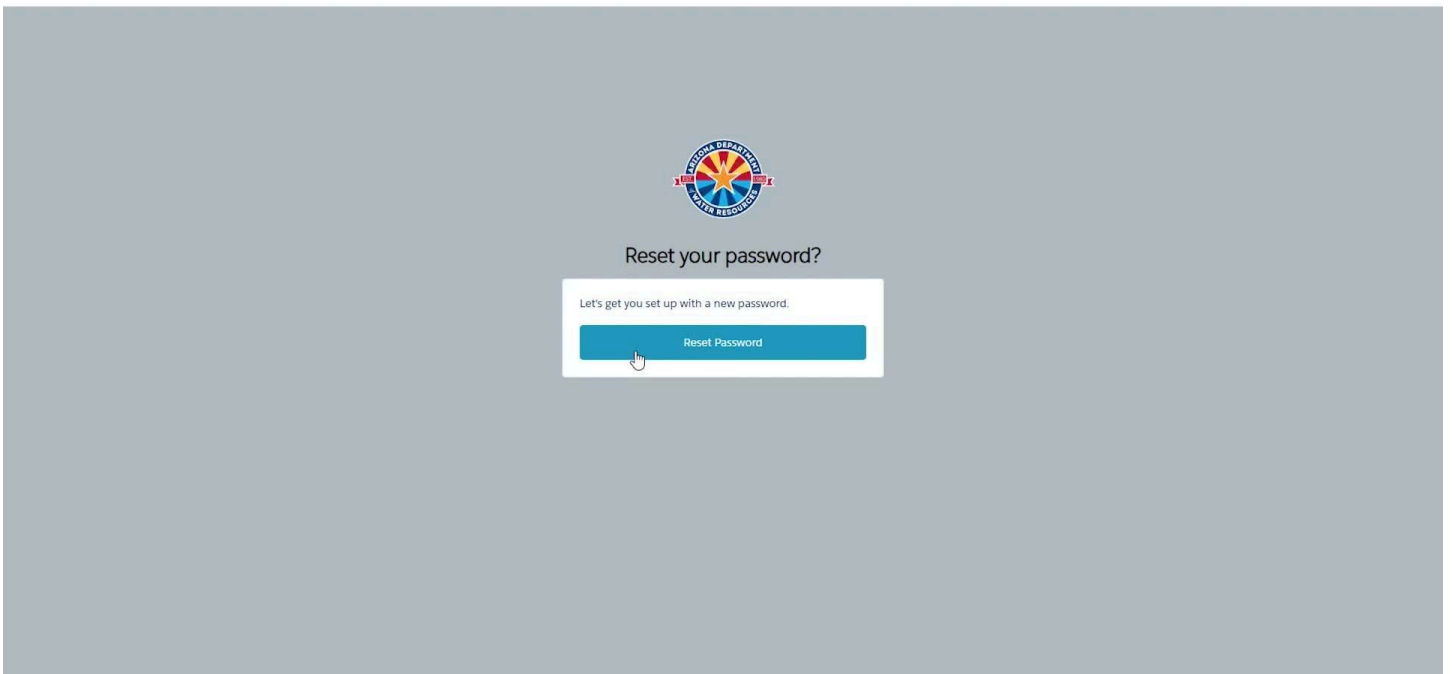
- Click on **Reset Password**.
- An email will be sent to you containing a link to reset your password.

Step 4: Check Your Email 1:02



- Open the email and click on the link provided.
- Note: The link will expire in **24 hours**.

Step 5: Create a New Password 1:15



- Enter a **new password** for your account.
- Ensure your password meets the following criteria:
 - At least **8 characters** long
 - Contains **at least one letter and one number**.

Step 6: Confirm Password Change 1:25

ARIZONA DEPARTMENT OF WATER RESOURCES

Change Your Password

Enter a new password for **smevans@azwater.govadwr**
Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

* New Password

..... Good

* Confirm New Password

..... Match

*required

Change Password

Password was last changed on 6/10/2025, 4:27 PM.

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- Click on **Change Password**.
- You will now be logged into the portal with your new password.

Cautionary Notes

- If you did not request a password reset, ignore the email to keep your password unchanged.
- Ensure your new password is secure and memorable to avoid future issues.

Tips for Efficiency

- Keep your welcome email accessible for quick reference to your username.
- Use a password manager to generate and store secure passwords.

Link to Loom

<https://loom.com/share/c62861c98df04d42bba6b4318cf0986b>