How to Change Your Password

You may only change your password after you have logged on to a district computer, at your site, as yourself using your current password.

Once you have logged in and see your desktop, press the Ctrl, Alt, Delete key simultaneously.

This will bring up the following Screen.

**Step1**
Click the button labeled “Change Password”
Step 2
Enter your current password

Step 3
Enter your new password.
Step 4
To confirm the change re-enter your new password and click OK.
(Do not make changes to the “user name” or “log on to” fields)

Step 5
After clicking OK you will get a window stating that “Your password has been changed.” Click OK.
Your screen now looks like it did in the beginning click “Cancel” to return to your desktop.

You have successfully changed your password.