

Staff Member,

Passwords are the key to our user accounts.

Changing passwords frequently and keeping it secret will help safeguard your account against unwanted access to data and email. For security reasons it is essential to change our passwords from time-to-time.

When thinking of a new password, keep in mind it must be a minimum of 8 characters. We recommend creating a password that contains uppercase letters, lowercase letters, numbers and special characters. In addition, a password should be hard to guess by others but meaningful and easy for you to remember.

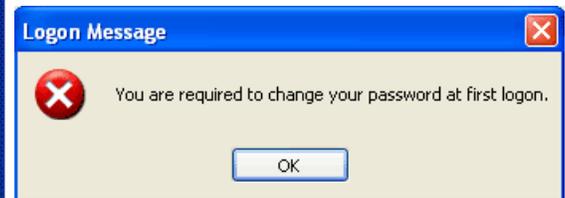
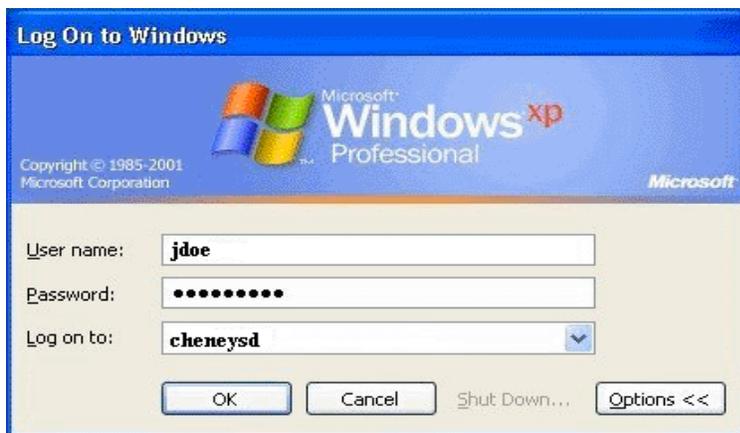
Most importantly, NEVER share your password with others. Staff, students, student teachers, and substitutes should logon using their own accounts. This helps safeguard your files, email and shared resources. Remember you are responsible for any activity associated with your account. If you feel your password has been compromised contact the IT Dept at 559-4900.

If you notify the IT department in advance we can accommodate those situations that may require others to have access to district files and resources.

1. At the Welcome to Windows screen press the CTRL, ALT, DELETE keys.



2. On the logon to Windows screen enter your username and password.



3. A logon message will appear stating you must change your password, select ok.



4. On the Change Password window you will need to enter a new password in the New Password text box and Confirm New Password text box. ****If you have entered the password correctly you will receive a message that states your password has been changed.****

Troubleshooting

If you receive an error message stating the passwords do not match:

1. Enter your old password in the Old Password text box.
2. Enter your new password in the New Password text box.
3. Enter your new password in the Confirm New Password text box.

If you receive an error stating your password must be at least 8 characters:

1. Create a password that meets this requirement.
2. Enter your old password in the Old Password text box.
3. Enter your new password in the New Password text box.
4. Enter your new password in the Confirm New Password text box.

Respectfully,

Your IT Department