

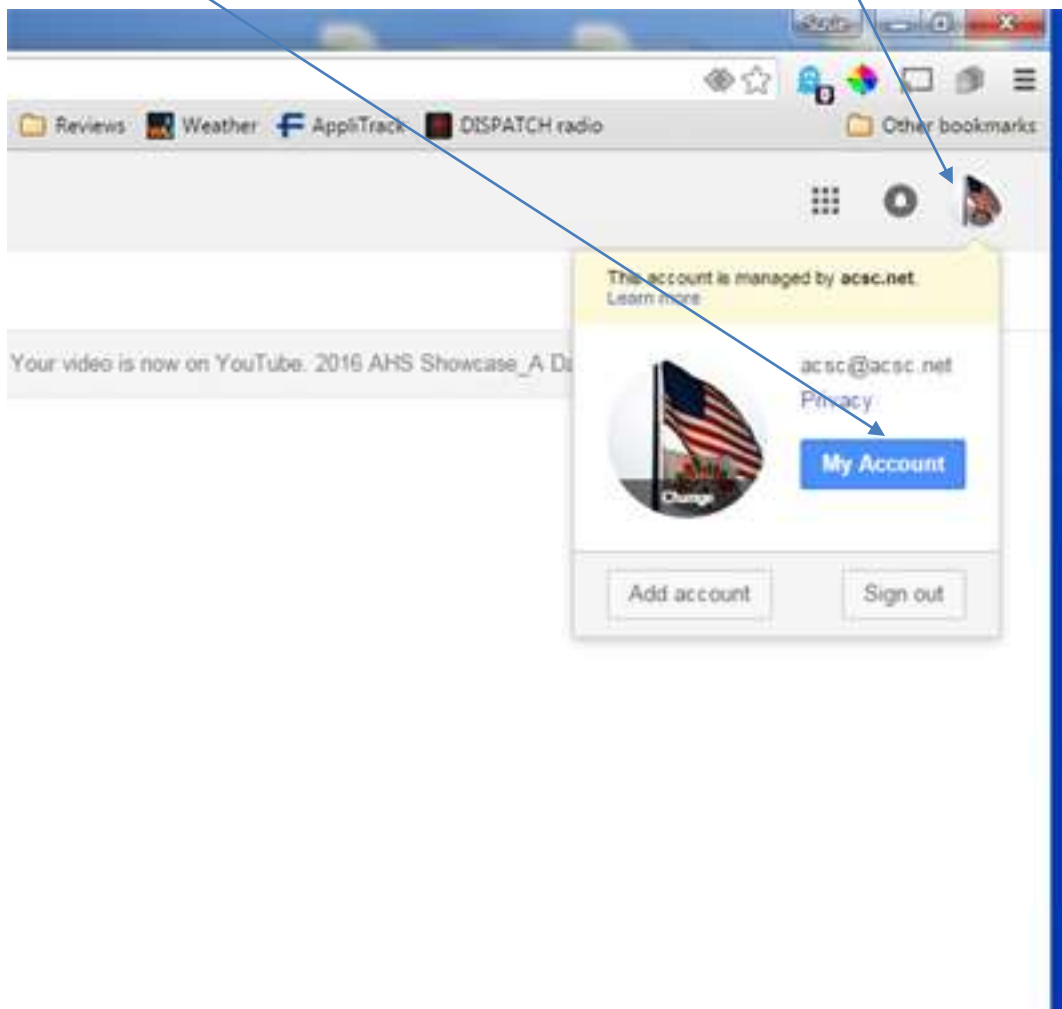


# Anderson Community School Corporation

## GMail: How do I CHANGE MY PASSWORD?

Log in to your GMail account as usual.

Go to the upper right corner to your icon and click there, then click on "MY ACCOUNT".



Click on 'SIGN-IN & SECURITY'. This will take you to the 'Manage your account access and security settings' page.

Under 'Signing in to Google' on that page, click on 'PASSWORD'

The screenshot shows the Google Account 'Sign-in & security' page. The page title is 'access and security settings'. The main content area is titled 'Signing in to Google' and contains a section for 'Password & sign-in method'. A blue arrow points from the 'PASSWORD' link in this section to the text above.

**My Account**

**Sign-in & security**

access and security settings

Your Google Account is protected by the most advanced online security. Keeping these settings up-to-date safeguards your account even more.

**Security Checkup**

Protect your account in just a few minutes by reviewing your security settings and activity.

[GET STARTED](#)

**Signing in to Google**

Control your password and account access, along with backup options if you get locked out of your account.

**Make sure you choose a strong password**

A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

**Password & sign-in method**

Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.

**Note:** To change these settings, you will need to confirm your password.

<b>Password</b>	Last changed: March 18, 2013	>
<b>2-Step Verification</b>	OFF	>

You will be required to enter your current password and click on 'SIGN IN'.



Please re-enter your password

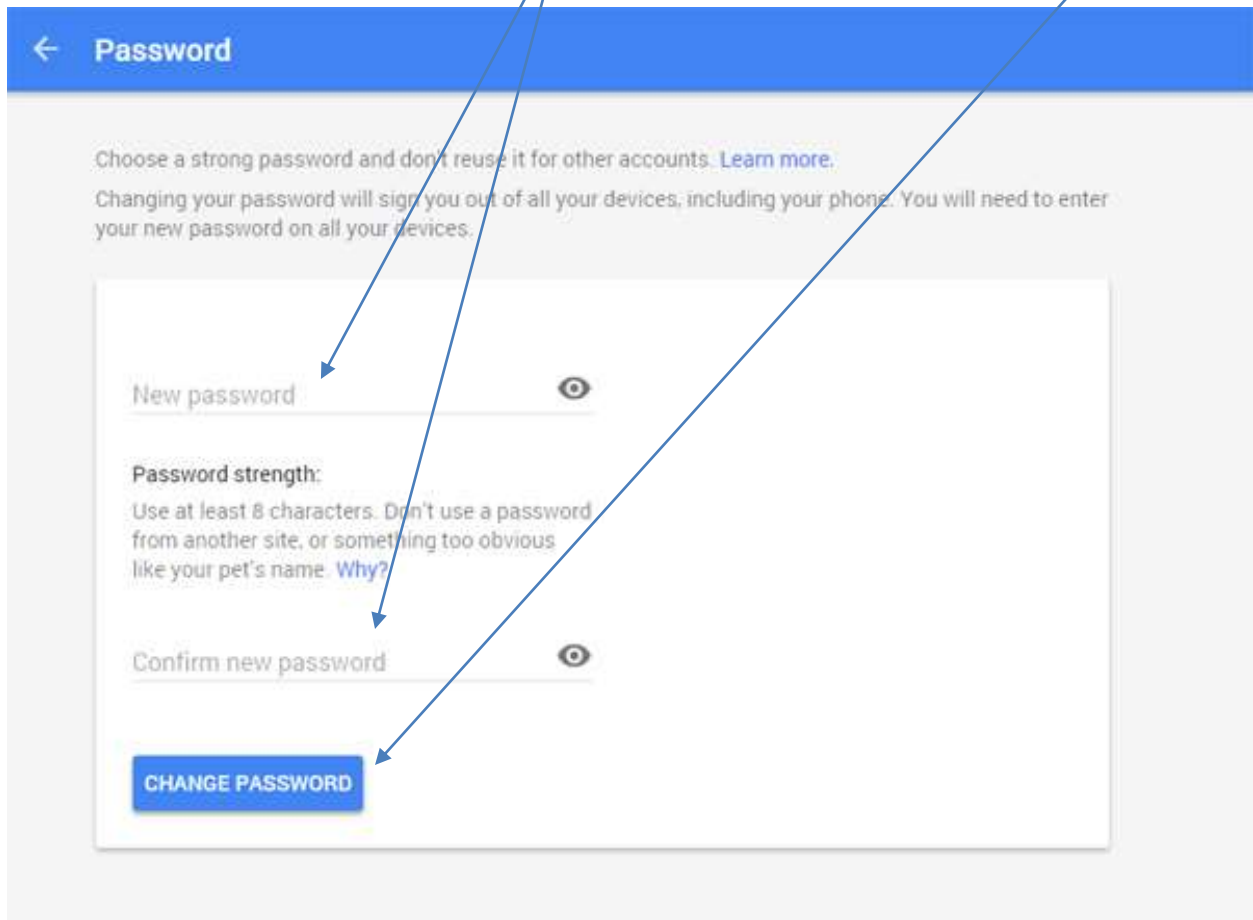


acsc@acsc.net

Sign in

[Need help?](#)

Next, enter your new password twice and then click on 'CHANGE PASSWORD'.



The screenshot shows a mobile interface for changing a password. At the top is a blue header with a back arrow and the word "Password". Below the header, there is instructional text: "Choose a strong password and don't reuse it for other accounts. [Learn more.](#)" and "Changing your password will sign you out of all your devices, including your phone. You will need to enter your new password on all your devices." The main form area contains two text input fields: "New password" and "Confirm new password", each with a toggle icon to its right. Below the "New password" field is a "Password strength:" section with the text: "Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)". At the bottom of the form is a blue button labeled "CHANGE PASSWORD". Three blue arrows originate from the text above and point to the "New password" field, the "Confirm new password" field, and the "CHANGE PASSWORD" button.

YOU'VE DONE IT!

## TIPS:

- Your password needs to be **AT LEAST 8 CHARACTERS.**
- They may be letters, numbers, symbols. Anything you like here.
- Google usually doesn't allow you to repeat a recently used password.
- See their tips on creating a safe password. You don't want anyone else sending emails in your name!