Student Password Change Instructions

Below are instructions for how to change your password and set up security questions to allow password reset if you forget your password.   Before starting, think about what you will use for your new password. See step #4 for requirements and tips for creating a secure password.

How to change your password

IMPORTANT: You must be at school, on the district network and logged in to a district computer to change your password.

1. Log in to your computer with your current username/password.
2. On your district computer, press CTRL + ALT + Delete keys to see the window shown here.
3. Select **Change a password.**
4. Enter your current password in the box

   Your **new** password must contain:

   - At least 10 characters

   - At least one uppercase letter

   - At least one lowercase letter

   - At least one number and/or special character.

   Tips for creating a secure password that you can remember:
   - Do not use a password that you use for other personal accounts.

   - Choose 2-3 words you can remember such as favorite place, food, movie, color, etc. and add a number or special character. Example: OceanTacoBlue!

   - Do not use meaningful dates (birth dates, etc.), your name, family members names, or pet's names that other people might guess.

5. After typing your new password twice, click the arrow to submit. The next window will confirm your password has been changed.

6. **DO NOT write your password down and put it anywhere that is visible. Do not share your password with anyone. Ever!!**

Log out and log back into your computer with your new password. Programs such as OneDrive and Teams may ask you to login with your new credentials.
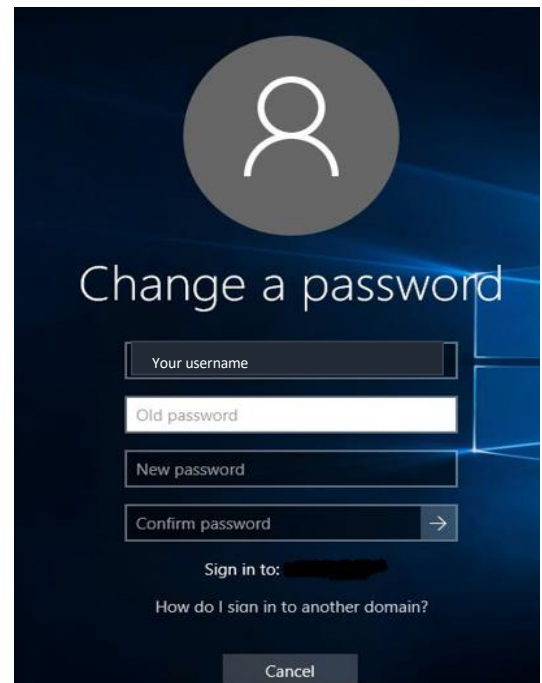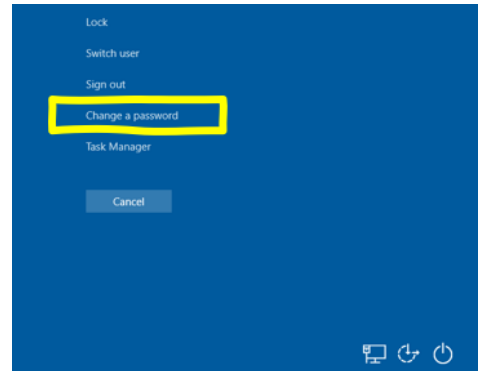
Setting Up Password Recovery Questions

If you ever forget your password, you can set up questions and answers to reset your password.

1. Open a browser and go to www.office.com and sign in using the new password you created above.

2. Click on your avatar or your initials in the upper-right corner and choose "View Account" from the menu.

3. Click on "Security info" on the left menu.

4. Click "Add sign-in method" and choose "Security Questions" from the drop down menu.

5. For each question box, drop down the list and choose a question to answer. You must provide answers to four questions. Do not share your question and answers with anyone or they will be able to reset your account password.

6. Click "Done" when you have completed the questions/answers.
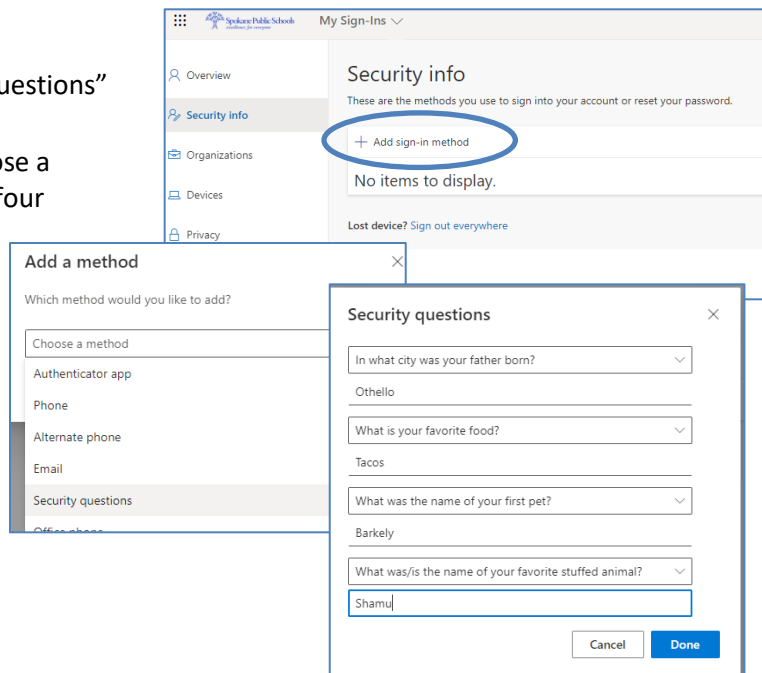
Clever Portal

When using Clever portal to access various applications, the portal remembers your previous passwords for many of the applications.

1. When you click on an icon in Clever, you may see the following prompt.

2. Click "Update Login" and then enter your new password and then click the blue button to "Go To" the application. You will only need to do this one time for each application.