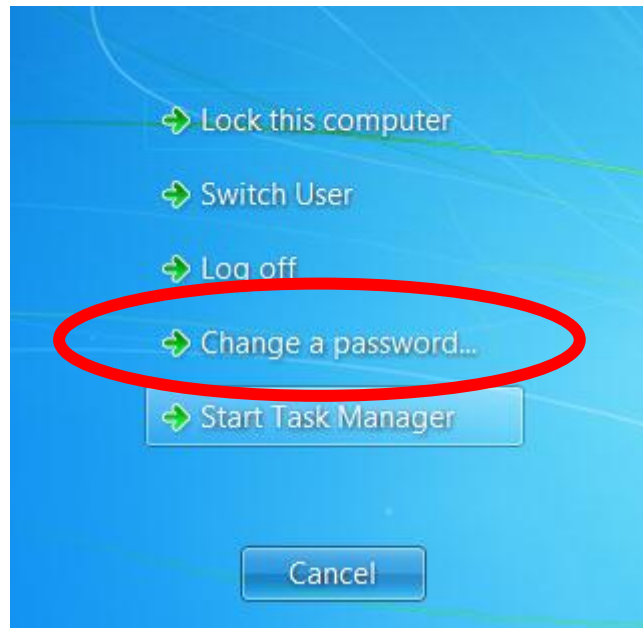


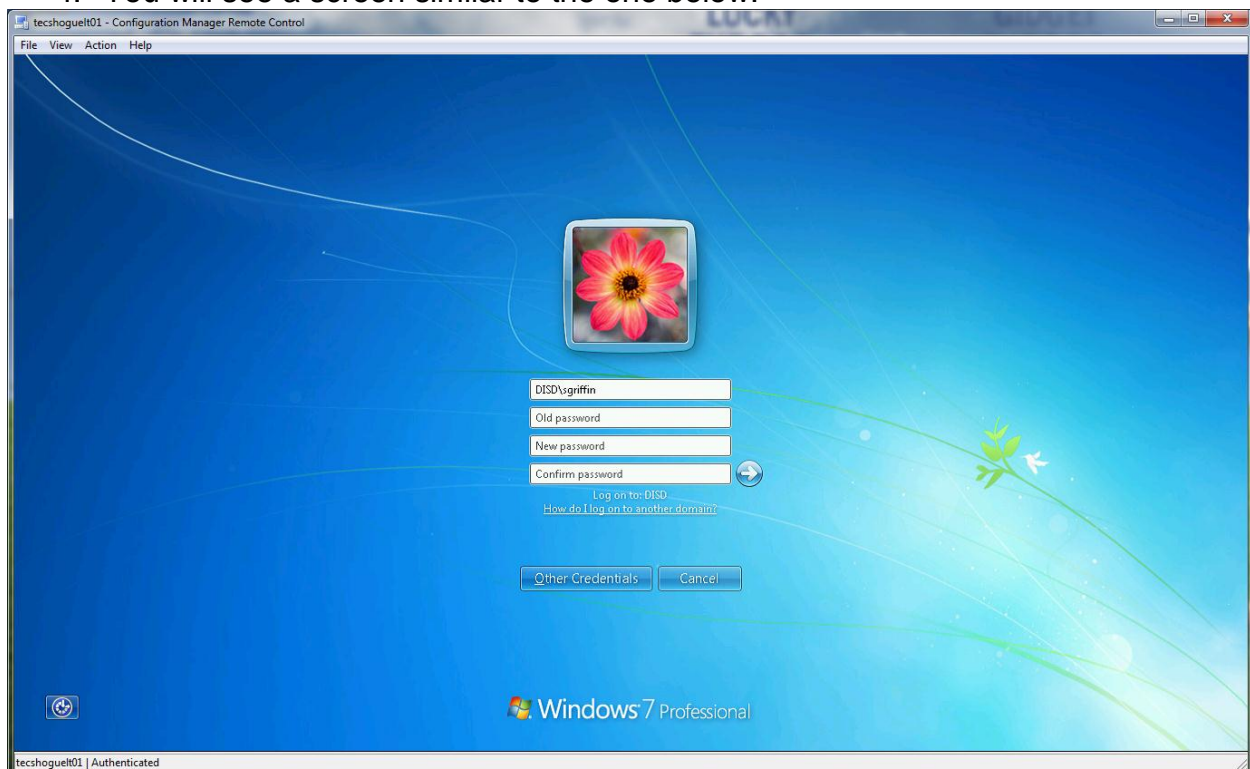
Changing Your Password

This changes your Password for the Computer, E-mail, and Finance Plus Access. This does not affect any other programs than those listed here, like Skyward or Eduphoria.

1. Log into your machine. Let the Desktop finish loading before going to Step 2.
2. Press Ctrl, Alt, and Delete. These images depict Windows 7, but the processes and steps are quite similar for Windows XP.
3. Choose the "Change a Password" option.



4. You will see a screen similar to the one below.





Changing Your Password

This changes your Password for the Computer, E-mail, and Finance Plus Access. This does not affect any other programs than those listed here, like Skyward or Eduphoria.

5. Enter your current password.
6. Enter your new password with three of the four following conditions:
 - a. Uppercase Letter
 - b. Lowercase Letter
 - c. Number
 - d. Symbol

Your password must be at least 9 characters in length.

You must also NOT use your username in any part of your password, nor can it be any of your past 15 passwords. Our system does not like passwords to end in 0 followed by another number, like 01, 02, etc.

We recommend choosing a word and adding a number or symbols to the end of it to make tracking and remembering easier. Ex. Elephant1! or Elephant2