

# Changing your password

Create a new password that fits these requirements:

Must contain 3 of the following 4:

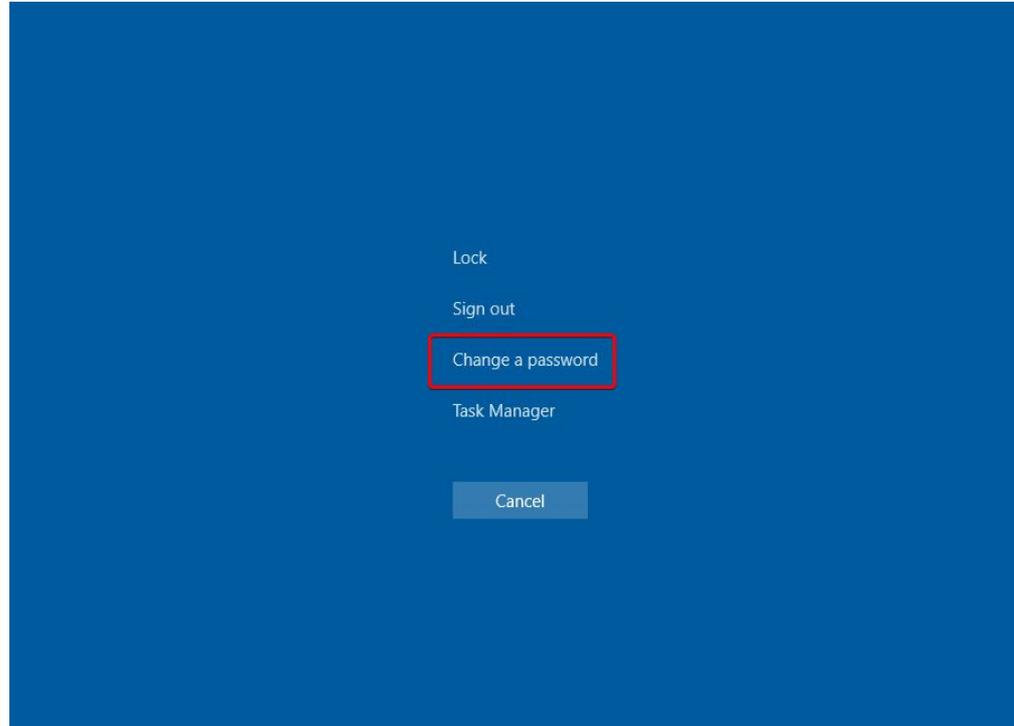
Lowercase, Uppercase, Symbol, Number

-and-

must have at least 8 characters.

Write down your new password in a safe location!

# How to change your computer log-in password



1. To **change** your **password**, press the ctrl-alt-del keys (at the same time) on your computer keyboard.
2. Choose the **Change Password** option that appears on the screen.

1. The **Change a password** box will appear (with your student ID)
2. Enter old password from last week (WEB2020xxxxx) Put YOUR student ID where the x's are
3. Enter a new password & confirm it in the last box.
4. Hit the Arrow button to submit your new password
5. Your **password** should be changed.
6. Remember to use the “tab” key or mouse to move from box to box. Do not use the enter key between passwords.

Change a password

PSDSCHOOLS.ORG\12345

Old password

New password

Confirm password →

Cancel