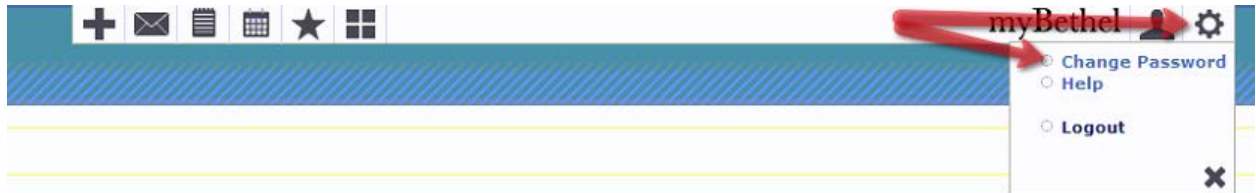


Bethel School District

How to Reset Your Password in my.Bethel

Below are instructions on how to reset your password in my.Bethel.

1. Log into your my.Bethel account with your current credentials.
2. Once logged in, click on the gear in the upper right hand corner, then click "Change Password".



3. A "Change Password" box will open. **Be sure to follow the instructions before resetting your password.**
 - a. Enter your "Old Password"
 - b. Enter your "New Password"
 - c. Enter your "New Password Again" to confirm your password change
 - d. Click the "Change Password" box
4. It is encouraged to reset your password to something new.

Password Change

This utility will change your password throughout most systems in the Bethel School District.

This **WILL NOT** change your WESPaC EA+ password.

Requirements:

- Minimum of **SIX** characters. (TEN characters is Better.)
- Maximum of **FIFTEEN** characters.
- Password must be in three of the four categories:
 - Lowercase Letter
 - Uppercase Letter
 - Number
 - Symbol

Use Only the Following Symbols: # \$ % ^ * () _ - = ~ ` \ < > ? /

These symbols will NOT work: ! @ & +

Passwords cannot contain your First, Middle, Last Name or Username!

Your Name: SHAWNA CLEVELAND

Your Username: SCLEVELAND

Old Password

New Password

New Password Again