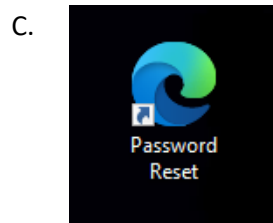
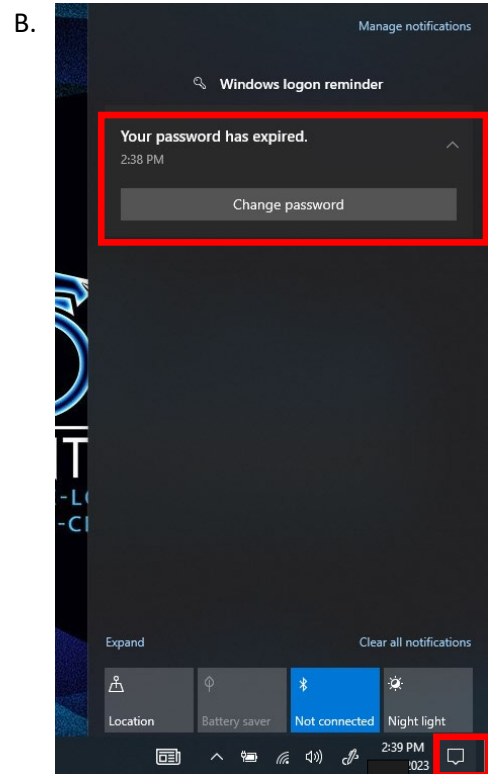
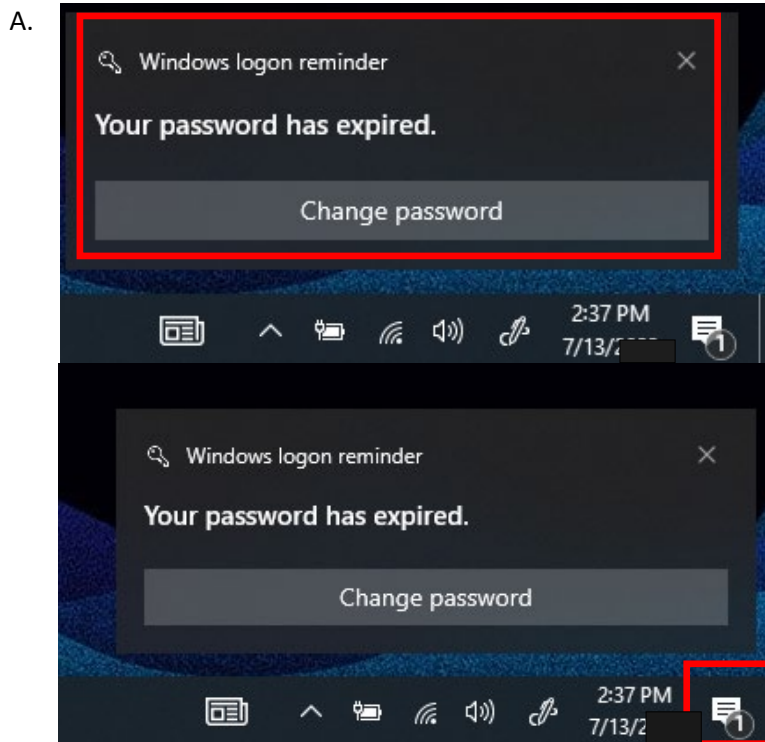


## Student Password Change Instructions

1. Log into your district issued device.
2. After logging in on January 17th, you will be prompted to change your password, click on “Change password” (image A).
3. Click the “Change password” button or click on the notifications area (icon to the right of the time and date) and then select “Change password.”
4. If you are not prompted, you can click on the notifications for your computer in the bottom right corner of the screen, which will expand with the same “Change password” Prompt (image B).
  - a. You can also click on the Password Reset icon on your desktop (image C).





Update Password

Submit

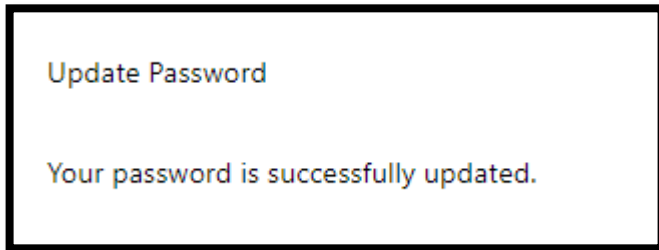
Cancel

5. Enter your login information. You must include @vcs2go.net in your username. You will need to type your Old Password correctly and then type the new password twice.
  - a. **Very Important!** The following rules must be followed for selecting your new password:
    - i. Must be at least 12 characters
    - ii. Must at least have 3 of the following four types of characters
      1. CAPITAL LETTERS
      2. lowercase letters
      3. Numbers (1234)
      4. Special Characters (%#^\*%\$)
    - iii. Must not be a password that's been used before
    - iv. Must not include your name or birthday

6. Should your password not meet the requirements there will be an error shown:

Unable to update the password. The value provided for the new password does not meet the length, complexity, or history requirements of the domain.

7. When your password has been set correctly it will show this:



8. Record your password in a safe location.
9. Last step is to **REBOOT the computer. Do not skip this step.**
  - a. When it restarts, log in with your new credentials.