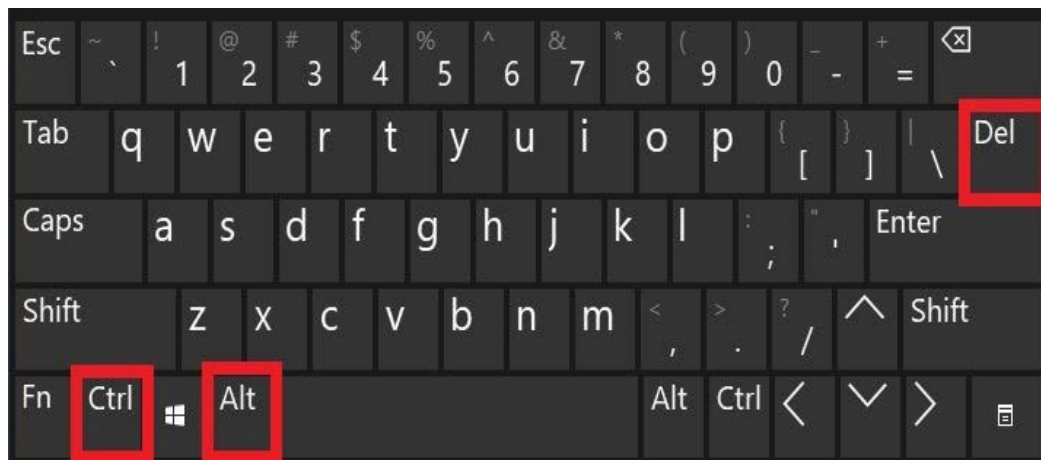


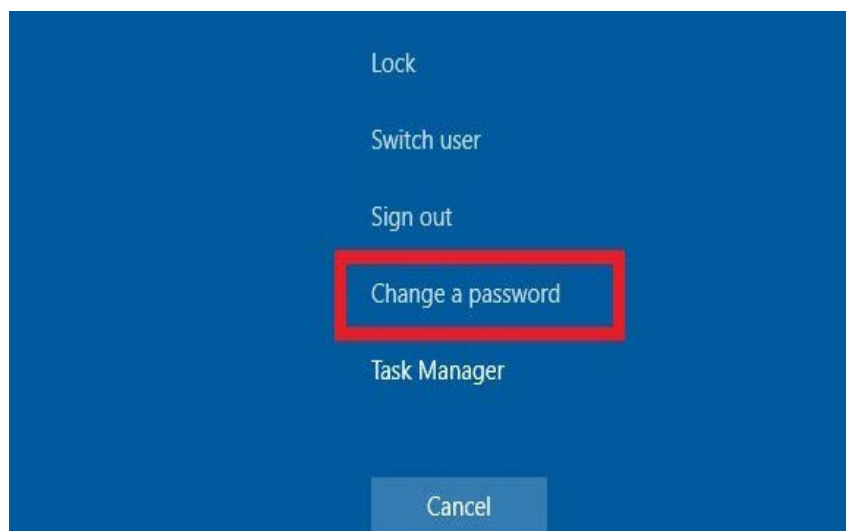
Changing your District / Email Password

Must be performed on a computer in District

1. Press the CTRL, ALT and DEL keys on your keyboard.




2. Select the Change a password option.



3. Enter your current password in the Old Password field.



The screenshot shows a 'Change a password' form with the following fields: 'CISD\username', 'Old password', 'New password', and 'Confirm password'. The 'Old password' field is highlighted with a red box and contains the text 'Type old password here'.

4. Enter your new password in both the New Password and Confirm Password fields and then press the Enter  key on your keyboard.



The screenshot shows the 'Change a password' form with the 'Old password' field filled. The 'New password' and 'Confirm password' fields are highlighted with a red box and both contain the text 'Type New password here'.

If you still require assistance, please open a help Desk Ticket <http://helprequest.centralislp.k12.ny.us/helprequest>