	<b>Faculty Password Policy</b>	<b>Date Created:</b>	03/18/2021
		<b>Revision #</b>	1
		<b>Implementation Date</b>	03/18/2021
<b>Page #1 of 2</b>		<b>Last Reviewed/Update Date</b>	03/18/2021
<b>Dept. Responsible</b>	Technology	<b>Approval</b>	

**Purpose**

***Faculty Password Policy Change***

In an effort to continue security measures with email and network access, new password policy change will take place on April 17th prior to the start of school the following Monday. All Faculty passwords will be mandated to follow the format detailed below.

**Scope of Work**

***Faculty Password*** will be mandated to change according to the following schedule:

- Annually or every 365 days.

**Requirements**

***Unique Passwords*** must contain characters from the following categories:

- 1 uppercase letters (A through Z)
- 1 lowercase letters (a through z)
- 1 number (0 through 9)
- 1 special characters (~!@#\$%^&\* \_+=`\|(){}[];:"'<>.,?/)
- Minimum of 8 characters

Examples of acceptable ***Unique Passwords***:


Example 1: Lw#1234!

Example 2: #W1sdR0ck5

**Potential Outcomes**

There may be some outlying issues that will affect the staff and their ability to access certain district digital services; i.e.. wireless access via cell phones and other non-district issued devices.

Please make sure to put in a work order for assistance. Please make sure yours staff are aware of these requirements.

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<b>Page #1 of 2</b>		<b>Last Reviewed/Update Date</b>	03/18/2021
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**Process to Change Password Now**

Faculty and Staff are welcome to change their password now by simply following this procedure:

1. Browse to [www.password.wacoisd.org](http://www.password.wacoisd.org) (this will work in any browser, but Chrome is preferred).
2. Login with your district username and current password
3. Click your name in the upper right and corner and click change password.
4. If this is your first time accessing this option, it will ask you to enter your five challenge responses.
  - a. In each drop down select a question
  - b. In the Answer box under the drop down put in your answer.
  - c. When all answers are filled in click the save button in the bottom right-hand corner.
5. Follow all screen prompts for Change a Password screen.
  - a. Current Password = Current Password
  - b. New Password = what you want to change it too.
  - c. Confirm New Password = Retype New Password.
  - d. Click the save button in the bottom right corner.