

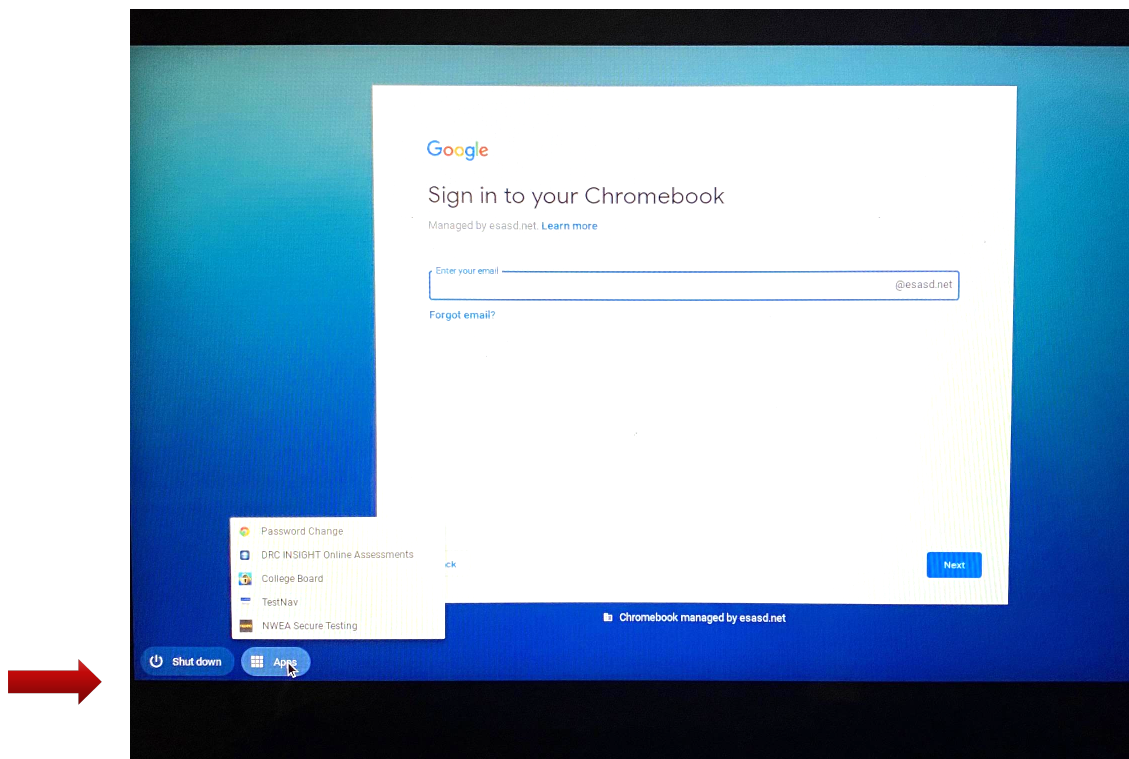
New Student Password Set-Up

Chromebook ESASD

All ESASD Chromebook users **MUST** create their password for security and safety measures prior to their first login to their device.

Steps:

1. Power on the Chromebook.
2. You will see this start screen. **DO NOT LOGIN!** Go to the App launcher at the bottom of the screen and choose "**Password Change**."



3. At the next screen, select “**Change Password**”. Enter your USERNAME and PASSWORD

Username: use student ID number

Password: birthdate, first name initial capitalized, last name initial lowercase, and then an exclamation mark (!)

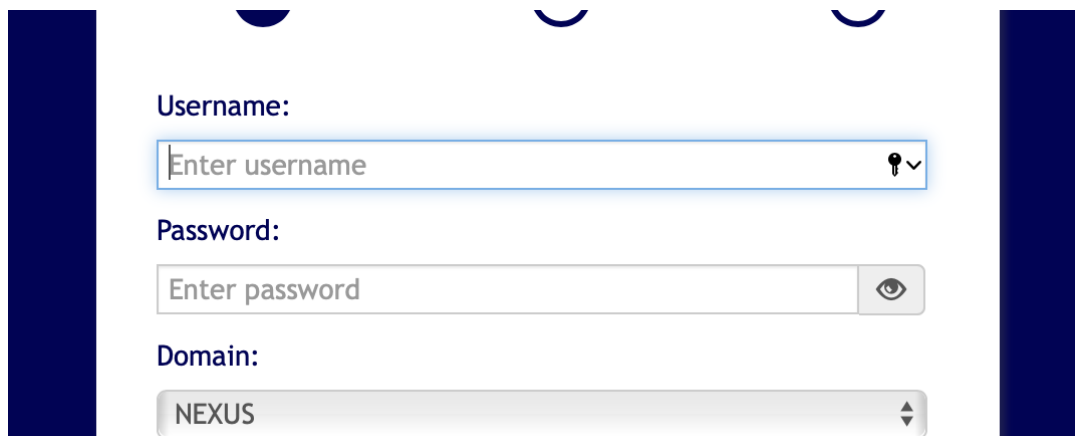
Domain field: leave set to Nexus.

Example Student: **M**egan **G**reen

Username: 123456 (6-digit ID#)

Password: 11212002Mg! (Date of birth, Initials, !)

Domain: Nexus



4. You will then be prompted to change your password, please consider the following:
- Your password **MUST** be between 8 and 20 characters in length.
 - The password must contain characters from at least **THREE** of the following categories:
 - Uppercase letters (A through Z)
 - Lowercase letters (a through z)
 - Numbers (0 through 9)
 - Special characters: ~!@#\$\$%^&* _-+= `|(){}[]:;'"<>.,?/
5. In the “**New password**” field, enter your new password (between 8 and 20 characters long). **The new password cannot be your student ID number, nor your birthdate, or contain your name in any form.** Repeat again in the “**Confirm password**” box. **Choose a complex password** that would be difficult for someone to guess, but one you will remember. When finished, click the **Change** button to continue.

English

EAST STROUDSBURG
UNIVERSITY

Enter your new password.

1 2 3

- ✗ The password must be at least 8 characters long
- ✗ Do not use words contained in your username or name
- ✗ Use at least three of the four following character types:
 - number
 - special character (e.g. !, \$, #, %)
 - upper case character
 - lower case character

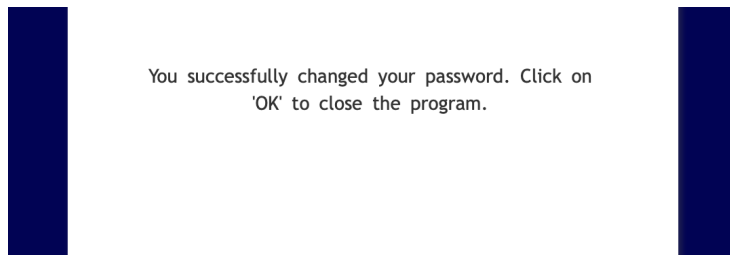
New password:

Enter password

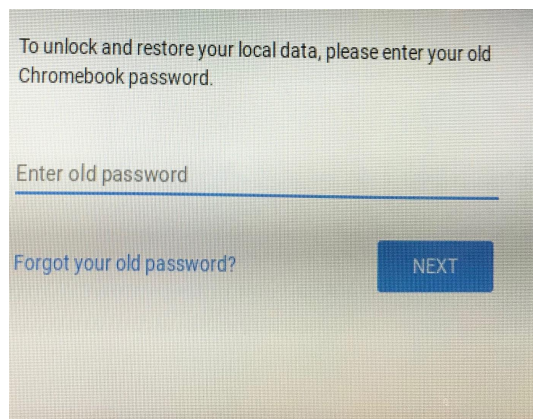
Enter password again

Back Change

6. If your password is successfully changed, you will see this message below. You may also receive a pop up box in the corner of your screen that looks like the one below with a sign in error.



7. **At this time, STOP!** You must do a hard restart by manually pressing the power button to turn the Chromebook off. Then restart the Chromebook by manually pressing the power button again.



8. Click "**Proceed Anyway.**"

