

Password Change Best Practices

Here are some suggestions to make this process smoother for your school.

- Have your students start thinking about a 8-character password early!
 - Passwords must contain 3 of 4 of the following:
 - Upper case letter
 - Lower case letter
 - Special character
 - Number
 - Give them suggestions:
 - ColorAnimal### (ex: PurpleDog17! or YellowShark4?)
 - PetnameGradyearSport (ex: Mittens2023Soccer or Rocky23Pickleball)
 - HousenumberBrandnameFavoritefood (ex: 515NikePizza or 8711VansSushi)
 - Use symbols for letters (ex: BenSt33lers7! or 44TonyH@wk)
 - Password cannot contain any part of their legal name.
- Have students write down their password, ensure it meets criteria, and has 8 or more characters prior to typing it into the reset page.
- Make the password something they can easily remember.
- If they have ever changed their password before, they cannot reuse an old one.
- If a student changes their password, logs out, and cannot remember it to log back into the device, reset it for them (any of their teachers can do this) and have them start again.

Have staff on hand to troubleshoot as students get messages regarding their new password not meeting criteria. This is typically due to trying to use their name in the password or containing less than 8 characters.

The password reset link can be used on any device (cell phone, friend's computer, your computer, etc.). Students that have not signed into their 1:1 device prior to 10/14 will have to reset their password FIRST before logging into a 1:1 device. They can do this from any device using the link or QR code below. Print and post copies for them to see.

<https://sts.volusia.k12.fl.us/adfs/portal/updatepassword/>

