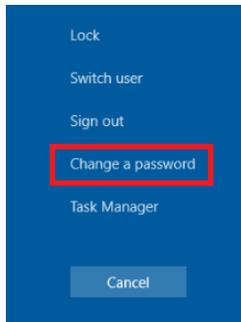


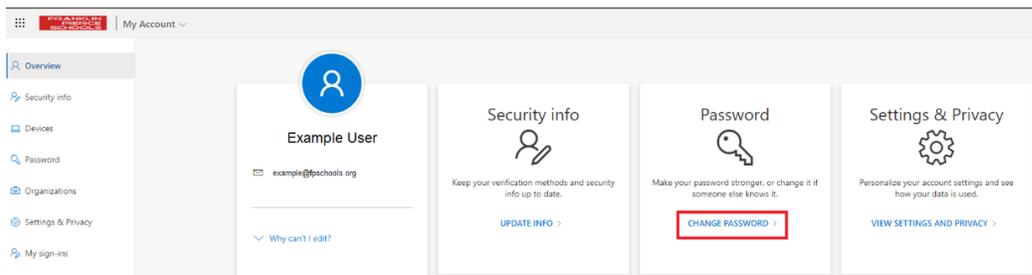
Updating your district password

Resetting password from your district device:

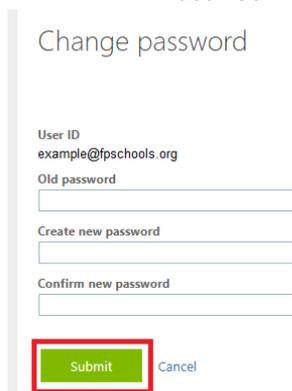
1. First login to your district computer with your current password
2. Press CTRL + ALT + Delete, and click "Change Password"



3. Chrome will open and take you to your Microsoft Account page
4. Click on the "CHANGE PASSWORD" button on the Password tile



5. Type in your old password, and your new password twice. Click on "Submit"
- Password must be at least 10 characters long
 - Contain 3 of the 4 complexity requirements (uppercase letter, lowercase letter, number, special character)
 - Must not match your old passwords

A screenshot of the 'Change password' form. The title is 'Change password'. Below the title, there is a 'User ID' field with the value 'example@fpschools.org'. There are three input fields: 'Old password', 'Create new password', and 'Confirm new password'. At the bottom, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

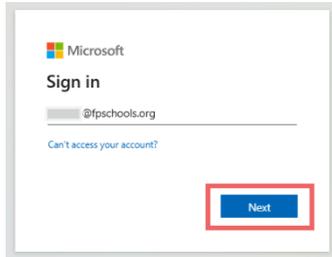
6. Restart your computer

If you have any questions or need assistance, please contact our IT Help Desk at ext. 1234

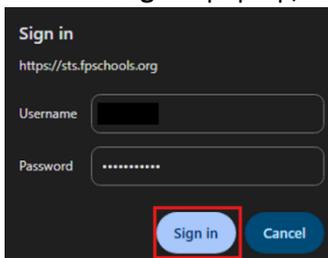
Updating your district password

Resetting password from a non-district device:

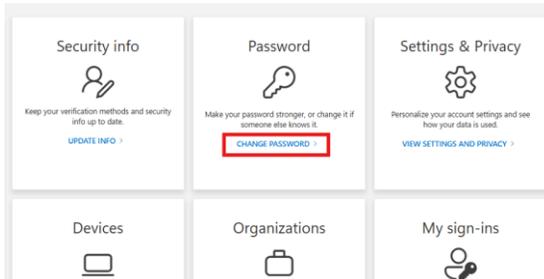
1. From an internet browser visit myaccount.microsoft.com
2. Sign in with your district email address. Click “Next”



3. From the **Sign in** pop-up, enter your district username and current password. Click “Sign in”



4. Select Change Password



5. Type in your old password, and your new password twice. Click on “Submit”

- Password must be at least 10 characters long
- Contain 3 of the 4 complexity requirements (uppercase letter, lowercase letter, number, special character)
- Must not match your old passwords

Change your password ×

User ID
@fpschools.org

Current password

[Forgot your password?](#)

New password

Confirm new password