



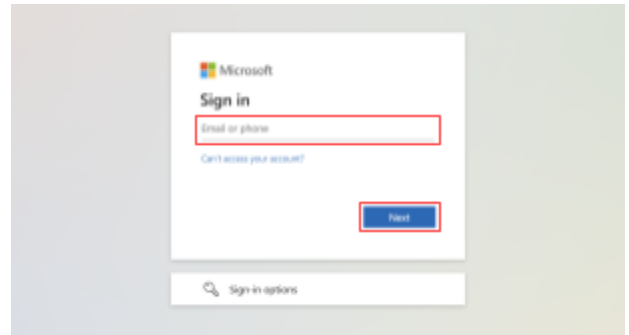
- ① Changing your password will invalidate your log-in credentials on all previously logged-in Chrome, Windows, and mobile devices. Save all your work before changing your password to avoid data loss.

Step 1: Log in to your account portal

Visit myaccount.microsoft.com in a browser connected to the internet.

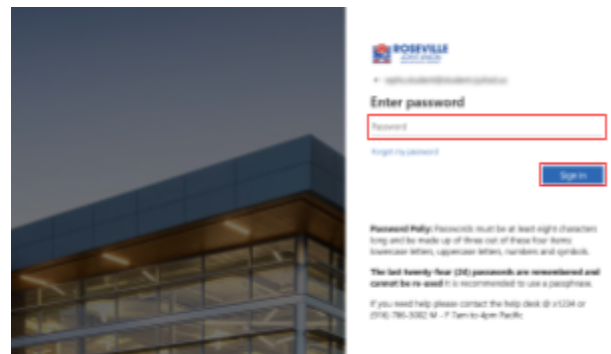
1. You will be redirected to a webpage with the following log-in prompt. Enter your district email in the text input field labeled **Email or phone** and select the **Next** button.

For students, the standard email format is:
firstName.lastName@student.rjuhsd.us



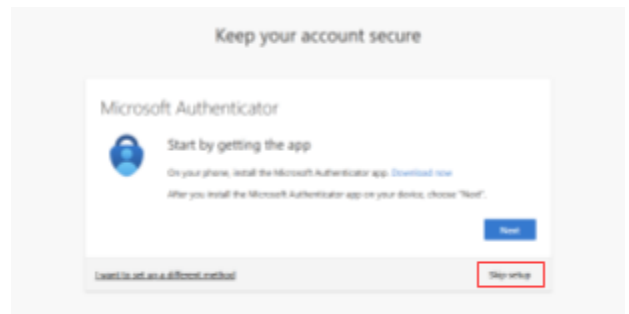
2. You will be redirected to another page. Enter your current account password in the **Password** text input field and select the **Sign in** button.

For students, the default password is your unique six-digit student ID number found in you or your parent/guardian's Aeries dashboard.



3. Continue through any following dialogues, selecting the highlighted blue buttons to continue. You may **Keep your account secure** via the Microsoft Authenticator app, 2FA via text message, or select **Skip setup** to avoid setting up two-factor authentication via your personal device.

Two-factor authentication is required for all staff accounts, and recommended for student accounts to ensure account security





Step 2: Complete password change

After successfully logging in, you will be redirected to your Microsoft account dashboard.

1. If not automatically prompted, select the tile labeled ***Change password***.
2. Enter your current account password in the text input field labeled ***Current password***.
3. Create a new password and type it into the text input field labeled ***New password***. Your new password must be at least eight characters long and be made up of three out of these four items: lowercase letters, uppercase letters, numbers and symbols.
4. To ensure you remember your new password and type it accurately, retype your newly created password in the text field labeled ***Confirm new password***.
5. Select the ***Submit*** button. Once you get a confirmation message, you may exit the website.

NOTICE

- a. All Windows, Chrome, or mobile devices that were previously logged in to your account will fail to authorize and prompt you to confirm your new credentials. If your new password is not accepted, use your original password to log in; you will be prompted to update your credentials after the device attempts to sync.
- b. Sharing of your account password(s) is **prohibited** per the [RJUHSD Acceptable Use Agreement](#). Keep your account credentials private and be careful to avoid having your account compromised. You are responsible for all use by this account. Report any suspicious activity to an administrator promptly.