



Password Management – Your Network Account

Access to District applications requires a network username and password. These credentials are used to log in to most District systems, including but not limited to: FOCUS, Data Warehouse, Outlook Webmail, AS-400 TERMS, CANVAS, CCPS Portal, etc. **Exception:** EZ-Stub requires a separate login.

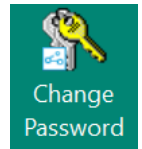
Important Reminders:

- **Do not share** your username or password with anyone.
- All students and staff have their own login to access the network.
- Your password is **case-sensitive**.
- Change your password immediately if it has been reset.
- You may **not reuse your previous 10 passwords**.

Accessing the CCPS Portal Self-Service Password Change Application

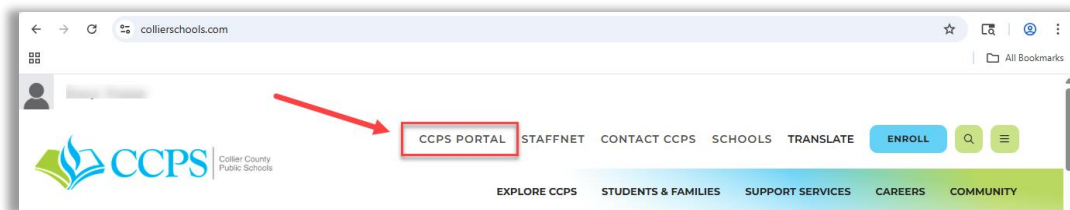
While logged onto a CCPS Computer

1. Double-click the **Change Password** icon (yellow keys) on the desktop.



From a Personal Computer/Device

1. Go to the District website: www.collierschools.com.
2. Click the CCPS Portal tab at the top of the page.



Changing Your Password

Your password must meet the following requirements:

- **Between 8 and 128 characters long**
- **Contain at least one number**
- **Contain at least one special character ***
- **Must not begin with a special character**

* Special characters are: [] { } \ | ~ . ? ! @ # \$ % ^ & () _ - = + ; : ' "

From the Self-Service Password Change screen:

1. Enter your new password in the New Password field.
2. Re-enter it in the Confirm Password field.
3. Click Reset Password.
4. A confirmation message will appear in the upper-right corner of the screen.

Self-Service Password Change

Enter New Password

New Password

Confirm New Password

The password provided must meet the following requirements:

- × Between 8 and 128 characters long
- × Contain at least one number
- × Contain at least one special character *
- × Must not begin with a special character

* Special characters are: [] { } \ | ~ . ? ! @ # \$ % ^ & () _ - = + ; : ' "

The following accounts will be reset:

Employee ☐ Community ☒

ERP Notice

Your account has ERP access. TERMS will not accept a password if it has been used within the past ten (10) iterations. Should you continue to have issues accessing TERMS, please reset with a unique password.

Password Strength

Empty

Reset Password



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Resetting a Forgotten Password

Use these steps if you **do not know or have forgotten your current password**.

1. Go to the **CCPS Portal**.
2. Enter your network username.
3. Click **Recover password**.
4. Enter the email address, phone number, EID, or username associated with your account.
5. Click **Recover my password**.
6. A verification code will be sent to your **verified email address and/or mobile phone number**.
7. Enter the code in the **Verification Code** field.
8. Click **Confirm Code**.

Note:

- Verification codes are valid for **10 minutes**.
- If you do not receive a code, you may not have a verified email address or phone number on file.

Account Recovery

[Go back](#)

To reset your account password using our account recovery wizard, you must have a verified email or phone number on file.

If you do not have a verified email or phone number, or are unable to receive a verification code, please contact the Service Desk at **(239) 377-0445**

Step 1: Enter the Email, Phone Number, Portal ID, or Username associated to your account

Step 2: Confirm your verification code.

A verification code was sent to your verified email and/or mobile number. Please check your messages and enter the code below:

The verification code will remain valid for **10 minutes**

[Receive a new verification code](#)

If you have any issues accessing the link or acknowledging the review, please contact the Help Desk at 239-377-0445 or helpdesk@collierschools.com.



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