

How to Change Your Staff Password

Use the Microsoft My Account portal to update your Keller ISD staff account password before signing in to your district device or Microsoft 365 apps.

Website	https://myaccount.microsoft.com
You will need	Your district username/email and your current or temporary password.
Important	Use a separate device if you are changing your password before enrolling a new student device.

Step-by-step instructions

1	Open a web browser and go to https://myaccount.microsoft.com .
2	Sign in with your district staff account and your current or temporary password.
3	If you are prompted to update your password automatically, follow the on-screen prompts. If not, select Change Password from the left navigation menu.
4	Enter your current or temporary password in the old password field.
5	Create a new password, then enter it again in the confirm password field.
6	Select Submit . When asked, sign in again using your new password.

Password requirements and tips

Minimum length	Use at least 8 characters.
Use a mix	Include letters and numbers. A short phrase with words and numbers is easier to remember.
Keep it private	Do not share your password with friends or coworkers.
Avoid guessing	If you are not sure of your password, do not keep trying. Too many guesses may lock the account.

Need help?

If you cannot sign in, are locked out, or the password page does not work, contact your campus technology support team or call **817-744-1200**.

After you change your password

- Use your new password when signing in to your district device, Microsoft 365, Canvas, ClassLink/KCloud, and other district resources.
- If you recently changed your password, close and reopen any apps that still show your old sign-in session.
- If a device or app keeps asking for the old password, restart the device and try signing in again with the new password.

Source note: Microsoft documentation states that work or school users can change a known password from the My Account portal by signing in, selecting Change Password, entering the old password, creating and confirming a new password, and selecting Submit. District-specific reminders in this handout are customized for staff device deployment support.