

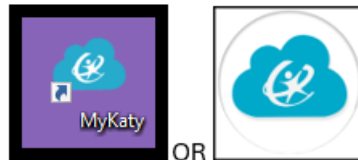
Password Reset

Audience: All Katy ISD Staff, and Students

Summary: This article will give an overview of how to reset your password with MyKaty.

I have forgotten my Password:

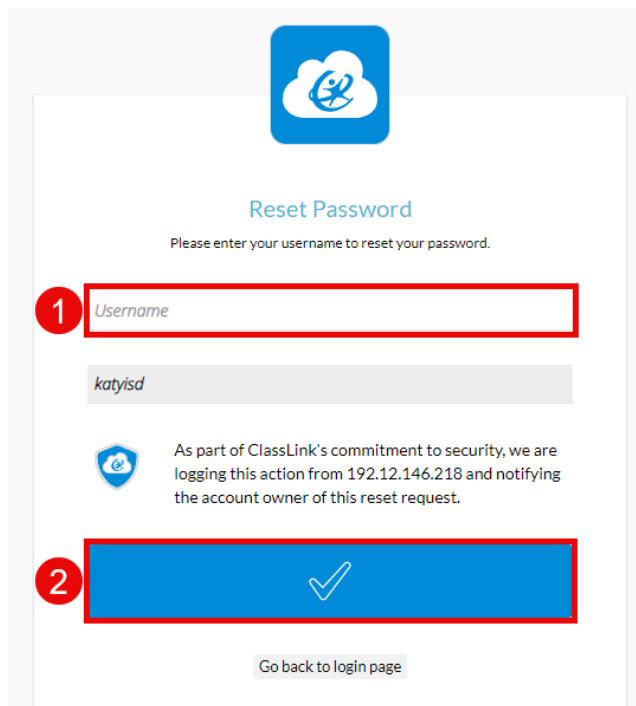
1. Open MyKaty on your device.



2. Select the "Help, I forgot my password" option to reset your password.



3. Enter your **full ID (ID@students.katyisd.org OR ID@katyisd.org)** and then click the **check mark** button.



Reset Password

Please enter your username to reset your password.

1 Username

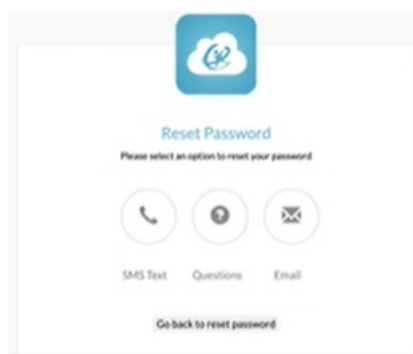
katyisd

As part of ClassLink's commitment to security, we are logging this action from 192.12.146.218 and notifying the account owner of this reset request.

2

Go back to login page

4. Follow the on-screen prompts. You may need to answer pre-selected **security questions**, enter a code received via **SMS text**, or reset your password by **email**.



Reset Password

Please select an option to reset your password

SMS Text Questions Email

Go back to reset password

5. Enter your new password, confirm the password by entering it again, then click the **check mark** button.

For Students:

Password must meet the following requirements:

- Must not contain spaces
- Must be at least 8 characters long
- Cannot reuse any of the prior 20 passwords
- Must contain at least **one** the following:
 - Uppercase letters
 - Lowercase letters
 - Numbers
- Cannot be your first name, last name, username, or restricted patterns such as: 1234, 4321, 1111

For Parents/Guardians:

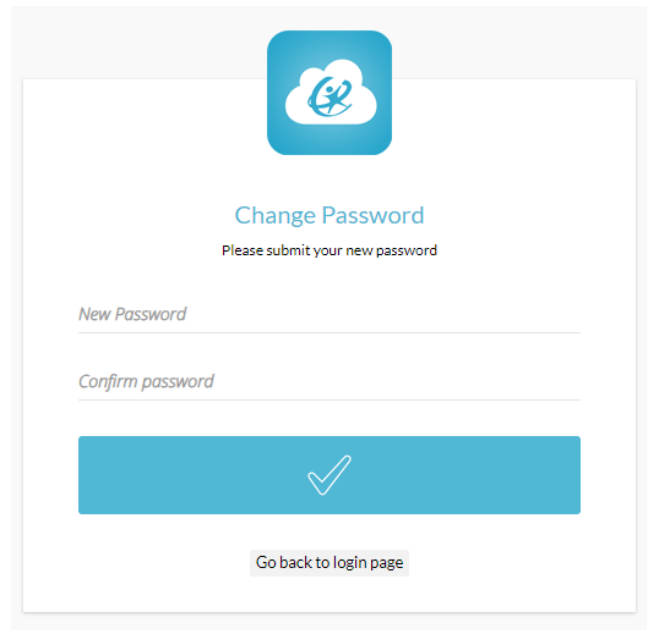
- Must not contain spaces
- Must be at least 12 characters long
- Cannot reuse any of the prior 20 passwords
- Must contain at least **one** the following:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters
- Cannot be your first name, last name, username, or restricted patterns such as: 1234, 4321, 1111

For Staff:

Password must meet **District Password**

Standard requirements:

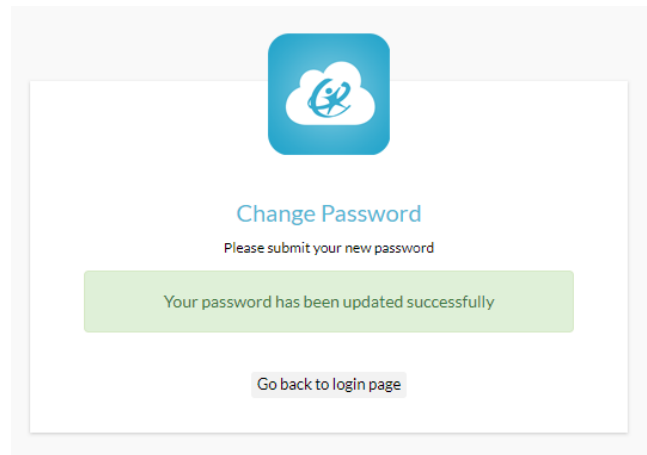
- Must be at least twelve characters long
- Cannot reuse any of the prior 20 passwords
- Must contain each of the following:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters



6. Once your password has been saved, you will be notified.

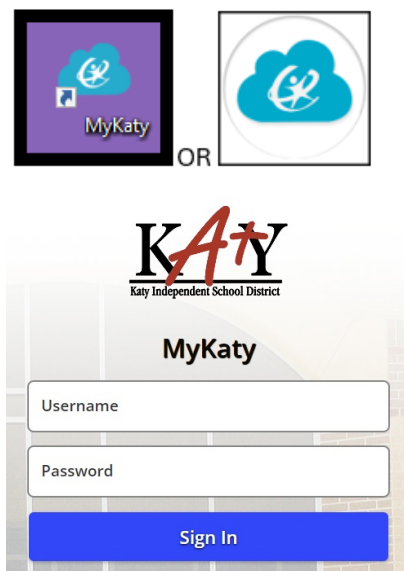
Note: You will be prompted to login again.

Please remember to log out or restart any computers where you may be logged in and update your password on all your mobile devices.

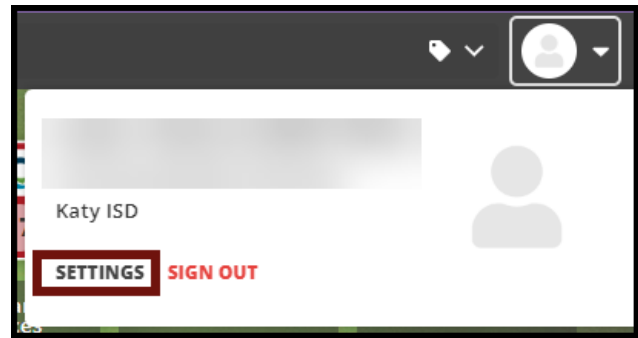


I want to reset my Password:

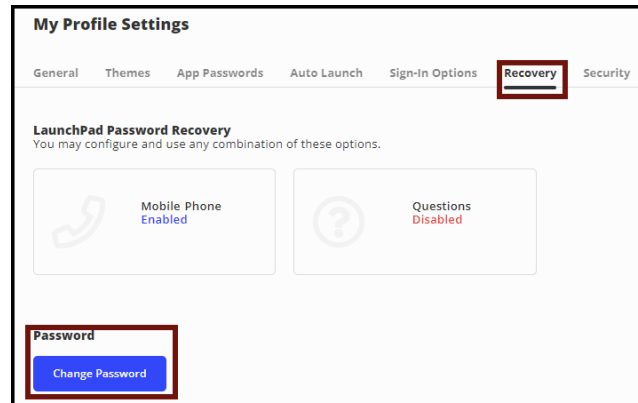
1. Open MyKaty on your device.
2. Sign in using your Katy ISD ID and current password.



3. Open **My Profile** in the top right corner and select **Settings**.



4. Select the **Recovery** tab, and then the **Change Password** button.



5. You will be asked to enter your Old Password, then enter your new password and confirm it. Select Save at the bottom of the screen.

For Students:

Password must meet the following requirements:

- Must not contain spaces
- Must be at least 8 characters long
- Cannot reuse any of the prior 20 passwords
- Must contain at least **one** the following:
 - Uppercase letters
 - Lowercase letters
 - Numbers
- Cannot be your first name, last name, username, or restricted patterns such as: 1234, 4321, 1111

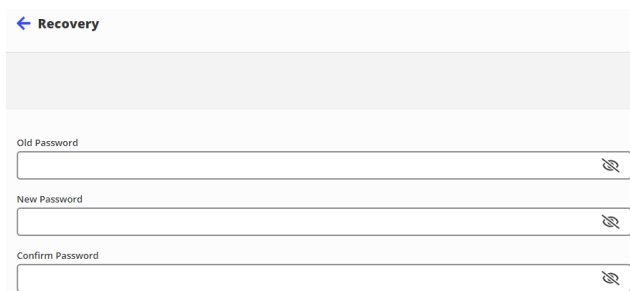
For Parents/Guardians:

- Must not contain spaces
- Must be at least 12 characters long
- Cannot reuse any of the prior 20 passwords
- Must contain at least **one** the following:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters
- Cannot be your first name, last name, username, or restricted patterns such as: 1234, 4321, 1111

For Staff:

Password must meet **District Password Standard** requirements:

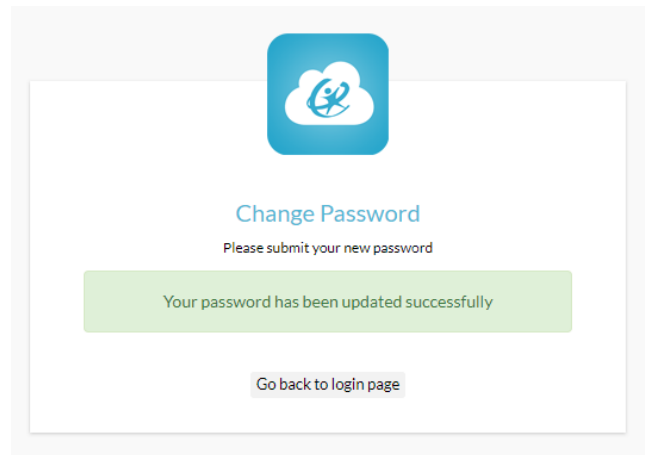
- Must be at least twelve characters long
- Cannot reuse any of the prior 20 passwords
- Must contain each of the following:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters



The screenshot shows a web form titled "Recovery" with a back arrow icon. It contains three password input fields, each with a "show/hide" icon (an eye with a slash) on the right side. The fields are labeled "Old Password", "New Password", and "Confirm Password".

6. You will receive a notice to alert you that changes have been saved.

Note: Please remember to log out or restart any computers where you may be logged in and update your password on all your mobile devices.



My password has expired:

1. If your password has expired, You will see this box after attempting to login to your MyKaty.

Enter your **New Password** and **Confirm** it by entering it again. Then, select **Submit**.

For Students:

Password must meet the following requirements:

- Must not contain spaces
- Must be at least 8 characters long
- Cannot reuse any of the prior 20 passwords
- Must contain at least **one** the following:
 - Uppercase letters
 - Lowercase letters
 - Numbers
- Cannot be your first name, last name, username, or restricted patterns such as:
1234, 4321, 1111

For Parents/Guardians:

- Must not contain spaces
- Must be at least 12 characters long
- Cannot reuse any of the prior 20 passwords
- Must contain at least **one** the following:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters
- Cannot be your first name, last name, username, or restricted patterns such as:
1234, 4321, 1111

For Staff:

Password must meet **District Password Standard** requirements:

- Must be at least twelve characters long
- Cannot reuse any of the prior 20 passwords
- Must contain each of the following:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters

2. You will immediately be logged in and your new password will be functional.

Note: Please remember to log out or restart any computers where you may be logged in and update your password on all your mobile devices.

Enter Windows password

×

Windows is requiring you to change your password before login.

New Password

Confirm Password

Cancel

Submit