

CHANGING YOUR PASSWORD

HOW TO CHANGE YOUR PASSWORD

- You can change your password any time you want in three simple steps.
- If your account is being pulled from active directory, Google or some other external provider, you will need to contact your IT team for instructions on how to reset your password.

Three Easy Steps

1. Log into your site. Click on your user-name (usually found in top right corner off the page).

à	Select a School 💌	Online Classrooms	eLockers	SafeMail	sarah.williar	ns Logout
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2. You will get the **My Profile** screen (shown below). Click the **Edit User** tab.

Sunnyville High School ≻ My Profile							
View User Edit User Transcript]						
Sarah Williams [sarah.williams]							
Email Address	sarah.williams@wsd.edu.ca						
Work Address	UNITED STATES						
Home Address	UNITED STATES						
Sex	Female						

3. You will get the User Details screen (shown below)

View User	Edit User	Transcript						
User Acco	unt User P	rofile	r Photo Preferences					
JSER DETAILS								
Screen Name			sarah.williams					
First Name			Sarah					
Last Name			Williams					
Email Address			sarah.williams@wsd.edu.ca					
Password								
	Re-enter	Password						

Type your new password into the **Password** and **Re-enter Password** fields. Click **Update user**.