



2. You will see this screen. Click the green “CHANGE PASSWORD” button.

The screenshot shows a Chrome browser window with the URL `sso.philasd.org/cas/login`. The page header includes the School District of Philadelphia logo and navigation links: About, Schools, Directory, Careers, Calendar, and Login. A banner image shows diverse children. A light blue callout box contains the text: "Your password has expired. Please click the button below to change your password". Below this text is a green button labeled "Change Password". An arrow points from the text "Click here!" to the button. The footer contains social media icons, contact information for The School District of Philadelphia (440 N. Broad Street, Philadelphia, PA 19130, 215-400-4000), and links to Terms of Use, Privacy Policy, Notice of Nondiscrimination, Website Accessibility, and Accommodations. The browser's taskbar at the bottom shows various application icons.

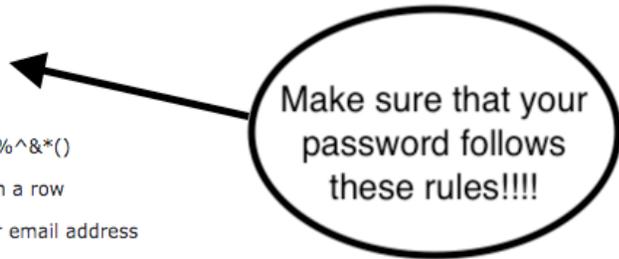
3. Your password has to follow these rules. Please get a paper and pencil so that you can write your new password down

## Change Your Password

To set or change your password, please complete form below. You must enter your current password, then enter and retype your new password. The password meter will tell how you secure your password is.

In order to be valid, your password:

- must have a minimum of **8 characters**
- must have at least **one letter**
- must have at least **one number**
- may contain any of the special characters: ~!#\$%^&\*()
- cannot repeat any character more than 3 times in a row
- cannot contain your own first name, last name or email address
- cannot contain common words, like 'password' or 'admin'
- cannot be a password commonly known to hackers
- cannot be a password you have used before



No one else but YOU will know your password!  
NOT your teachers; NOT your parents; NOT your friends!

DO NOT TELL ANYONE your password!!! It is your private information, and you do not want someone hacking your private school district information or Google account!

**\*\*KEEP IT SIMPLE!**

For example:

eagles2020

shark19148

philly215

tiktok365

sixers12

blue2008

**\*\*Make it something**

**YOU WILL**

**REMEMBER!!!!**

## 4. Type the password that you have now in the first box.

Chrome File Edit View History Bookmarks People Tab Window Help

Account Settings - Set Passwoc x +

apps.philasd.org/accountsettings/default/change\_password.htm;jsessionid=01788C8D4BBF32DB4CAE57070F17441F?recaptchaSit...

THE SCHOOL DISTRICT OF PHILADELPHIA

About Schools Directory Careers Calendar Login A A A

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- cannot be a password you have used before

\* Denotes a required field.

#### Change Password

Username 9555054

Current Password \*

New Password \*  Weak

Confirm New Password \*

I'm not a robot reCAPTCHA Privacy Terms

Taskbar: Calendar (27), Mail, Photos, Chrome, Safari, Files, Messages, Music, App Store, Microsoft Edge, Outlook, Word, Excel, Search, Recycle Bin

5. Think of a new password. Try a word that has four or five letters and three numbers. Take your time and type your new password here.

Chrome File Edit View History Bookmarks People Tab Window Help

Account Settings - Set Passwo x

apps.philasd.org/accountsettings/default/change\_password.htm;jsessionid=01788C8D4BBF32DB4CAE57070F17441F?recaptchaSit... Incognito (2)

THE SCHOOL DISTRICT OF PHILADELPHIA

About Schools Directory Careers Calendar Login

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- cannot be a password commonly known to hackers
- cannot be a password you have used before

\* Denotes a required field.

Change Password

Username 9555054

Current Password \* [password field]

New Password \* [password field] Weak

Confirm New Password \* [password field]

I'm not a robot reCAPTCHA

Type your new password here.

Keep it simple! 8 characters or more with at least 1 number!

6. Type your new password again right here. Take your time to make sure that it is the same as the first time you typed it in.

Account Settings - Set Passwo x +

apps.philasd.org/accountsettings/default/change\_password.htm;jsessionid=01788C8D4BBF32DB4CAE57070F17441F?recaptchaSit... Incognito (2)

THE SCHOOL DISTRICT OF PHILADELPHIA

About Schools Directory Careers Calendar Login

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- cannot contain your own first name, last name or email address
- cannot contain common words, like 'password' or 'admin'
- cannot be a password commonly known to hackers
- cannot be a password you have used before

\* Denotes a required field.

Type your new password again right here

### Change Password

Username 9555054

Current Password \* [password field]

New Password \* [password field] Strong

Confirm New Password \* [password field] This field is required.

I'm not a robot reCAPTCHA

Make sure you spelled everything correct

7. [REDACTED] Click this box that says, "I am not a robot".

Account Settings - Set Passwo x

apps.philasd.org/accountsettings/default/change\_password.htm;jsessionid=01788C8D4BBF32DB4CAE57070F17441F?recaptchaSit...

THE SCHOOL DISTRICT OF PHILADELPHIA

About Schools Directory Careers Calendar Login

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- cannot be a password you have used before

\* Denotes a required field.

### Change Password

Username: 9555054

Current Password \* [password field]

New Password \* [password field] **Strong**

Confirm New Password \* [password field]

I'm not a robot

reCAPTCHA Privacy - Terms

Click this box!

You will probably also have to prove that you are not a robot by clicking on pictures of buses, cars, traffic lights, etc. Follow the directions of what is asked of you.

## 8. Click Save.

**THE SCHOOL DISTRICT OF PHILADELPHIA**

**Change Your Password**

To set or change your password, please complete form below. You must enter your current password, then enter and retype your new password. The password meter will tell how you secure your password is.

In order to be valid, your password:

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- cannot contain common words, like 'password' or 'admin'
- cannot be a password commonly known to hackers
- cannot be a password you have used before

\* Denotes a required field.

**Change Password**

Username 8662864

Current Password \*

New Password \*  Strong

Confirm New Password \*

I'm not a robot

Click here to save your password!

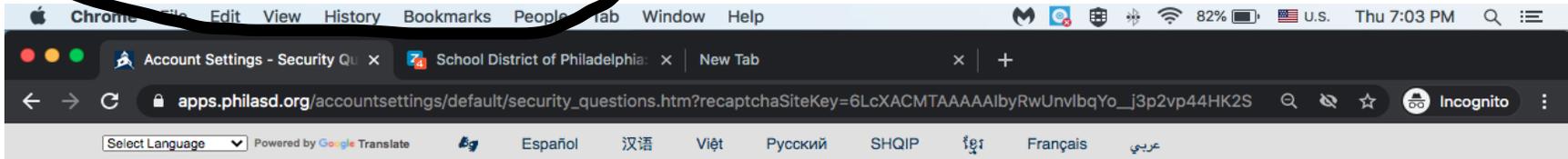
If you didn't make a good password, or if you entered anything incorrectly, you will get an error message until you fix your m

Check: Did you enter your old password correctly? Did you f the password rules above? Remember, you cannot use any p your name, and you cannot make your new password like you password. Spelling counts!

9. Now you will save answers to your security questions! Click to select one of these:

- a. What is your favorite color?
- b. What is your favorite football team?
- c. What is your favorite movie?

Choose 2 EASY questions like these.



[About](#) [Schools](#) [Directory](#) [Careers](#) [Calendar](#) [Login](#) [A A A](#) [Q](#)

## Change your Security Questions and Answers

You must select three different security questions and enter personal answers. These questions and answers can be used to reset your password in the future, if you should forget it. Each answer must be between 2 and 50 characters long. Please note that if you are asked to provide responses to your security questions in the future, your answers will not distinguish between upper and lowercase letters, however any special characters, including spaces and symbols, will be required to be entered exactly as you enter them below. Be sure to select a combination of questions and answers that wouldn't be known or easily guessed by anyone other than yourself.

\* Denotes a required field.

### Security Questions and Answer

Security Question #1 *	<input type="text" value="What is your favorite color?"/>
Security Answer #1 *	<input type="text" value="Hot Pink"/>
Security Question #2 *	<input type="text" value="What is your favorite football team?"/>
Security Answer #2 *	<input type="text" value="Eagles"/>



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215-400-4000

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You must choose 2 DIFFERENT questions and type in 2 different answers. Keep it simple and make sure you can SPELL your answers correctly!



# 10. Click save!

**Tip: Keep it simple! Spelling counts! If you ever forget your password, you must answer these questions correctly! Think about typing in all lowercase.**

**Click Save**

**Save**

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11. Click here to log in with your new password!

The screenshot shows a Chrome browser window displaying the 'Account Settings - Success' page for the School District of Philadelphia. The page content includes:

- Header:** 'THE SCHOOL DISTRICT OF PHILADELPHIA' logo and navigation links: 'About', 'Schools', 'Directory', 'Careers', 'Calendar', 'Login', and accessibility options.
- Main Content:** A large 'Thank You!' heading, followed by a confirmation message: 'Your new password and security questions have been confirmed.' A 'Please note' section advises updating passwords on mobile devices. A link 'Click here to login' is provided.
- Footer:** Social media icons (Facebook, Twitter, LinkedIn, YouTube, Instagram), contact info for The School District of Philadelphia (440 N. Broad Street, Philadelphia, PA 19130, 215-400-4000), and various policy links (Terms of Use, Privacy Policy, Notice of Nondiscrimination, Accommodations, Philasd.org, Website Accessibility).

A black arrow points from the 'Login' link in the navigation menu to the text 'Click here to log in with your new password!' located below the main content area.

Write your new password down somewhere safe!

Try to log in with your new password now!

If you are still having problems making a password,  
tell your teacher right away!