1. Type your username and password. It is the same password that you used in fifth grade. Click login when you are finished typing.

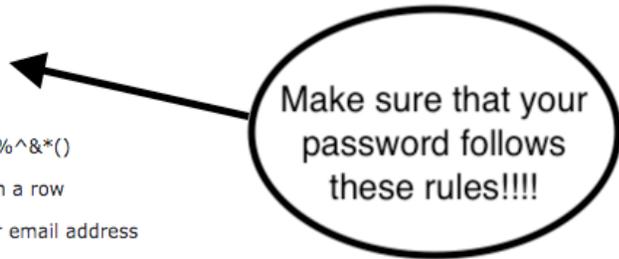2. You will see this screen. Click the green "CHANGE PASSWORD" button.

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

Make sure that your password follows these rules!!!!

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.

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.

Keep it simple! 8 characters or mo
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.

7. ███████████████ Click this box that says, "I am not a robot".

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.
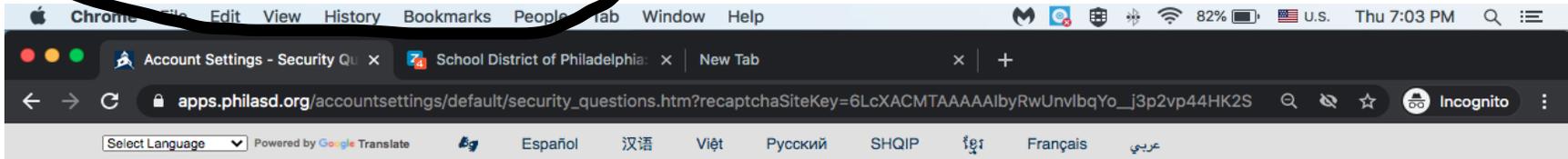
8. Click Save.

If you didn't make a good password, or if you entered anythin[g]
incorrectly, you will get an error message until you fix your m[istake.]

Check: Did you enter your old password correctly? Did you f[ollow]
the password rules above? Remember, you cannot use any p[art of]
your name, and you cannot make your new password like you[r old]
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.

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.

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

Security Questions and Answer

Security Question #1 * — What is your favorite color?
Security Answer #1 * — Hot Pink
Security Question #2 * — What is your favorite football team?
Security Answer #2 * — Eagles

Save

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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.

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

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!