

Students - Changing your Password

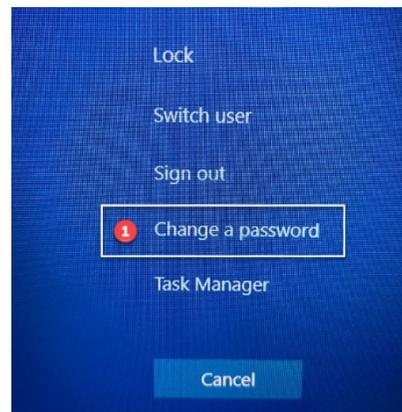
If you don't know your password, contact your school. They can give you your new password.

- New Password must be a minimum of **8** characters
- No special characters needed but you can use them
- Passwords **don't** expire

On a computer at School

At the logon window, press **Ctrl+Alt+Delete** Keys at the same time

1. Select **Change a password**



2. Enter your **Student ID** and **password**
3. Enter your **new password**
(a minimum of **8** characters)
4. **Enter it again**
5. Select the **>** to **Submit**

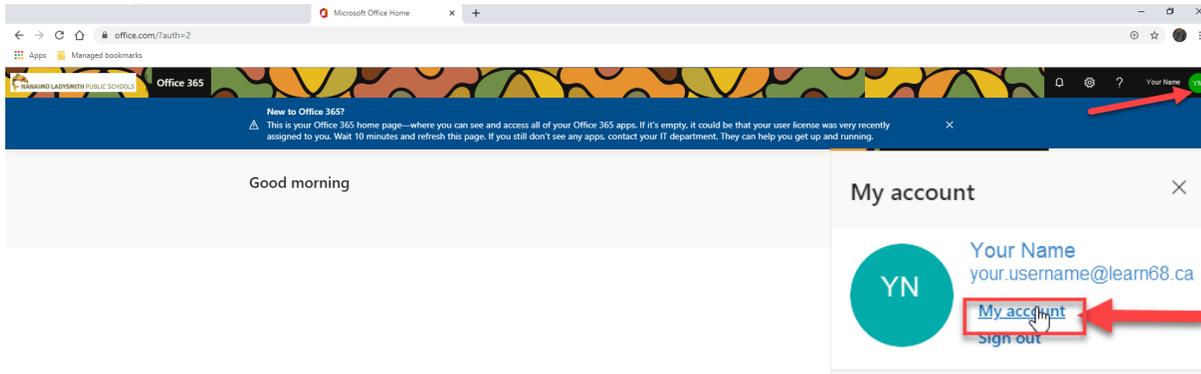


Your password has been changed.

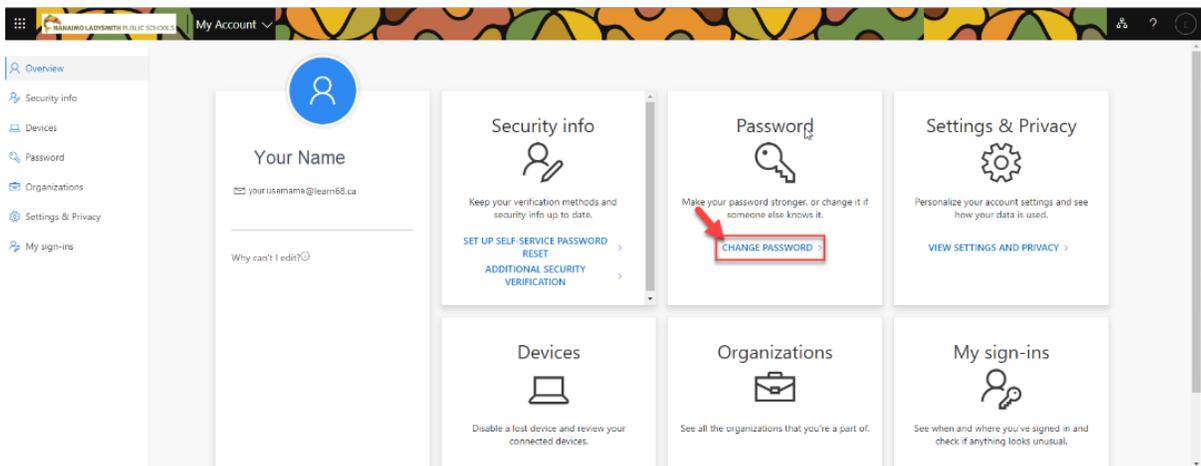


Go to <https://portal.office.com/>.

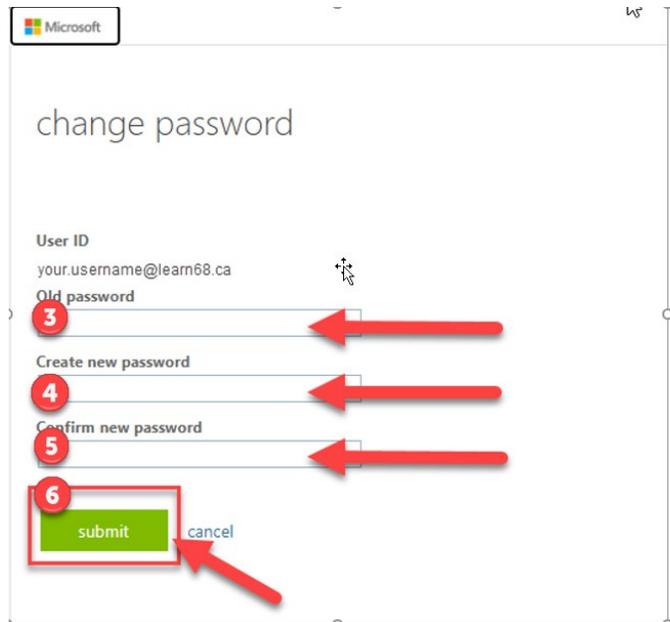
1. Select your **User icon** and select **My Account**



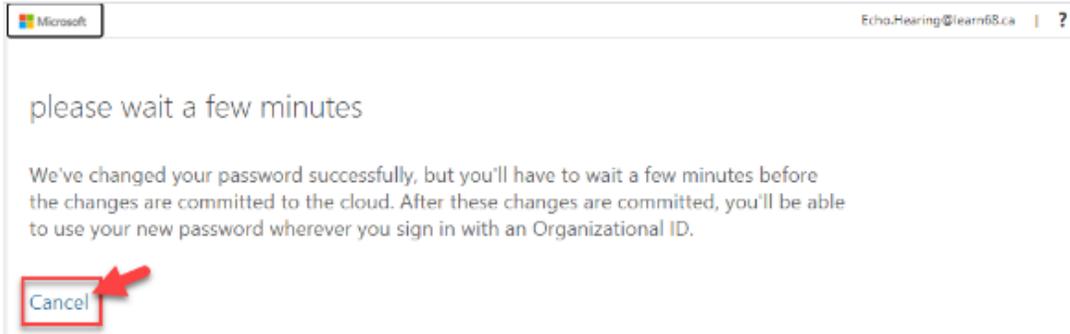
2. Select **CHANGE PASSWORD**



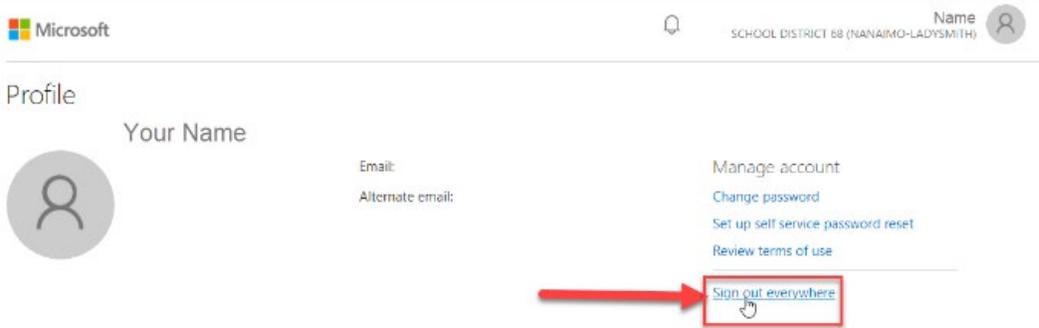
3. Enter your **old password** (that you received from the school).
4. **Create new password** (minimum of 8 characters)
5. **Confirm new password.**
6. Select **Submit.**



- 7. Select [Cancel](#) on the message. It can take up to 5 minutes for the change to be complete.



- 8. Select [Sign out everywhere](#) to sign your Identity out of **all** your devices.



- 9. You can logon with your new password now on your devices.