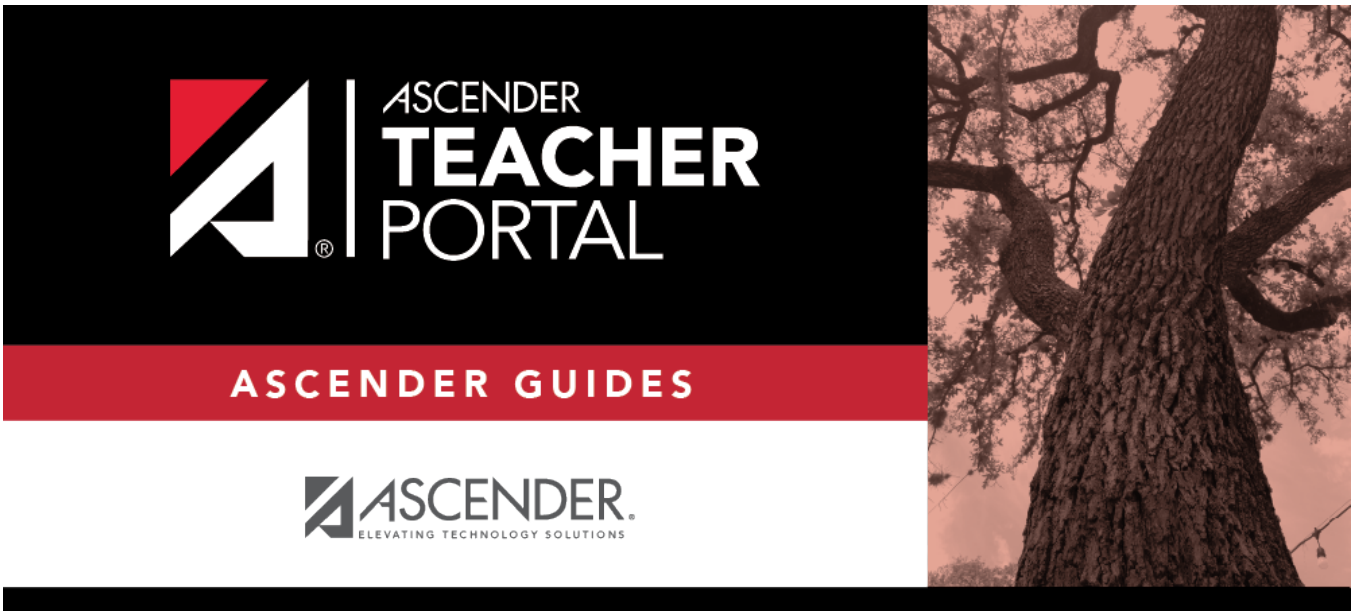

Reset Your Password

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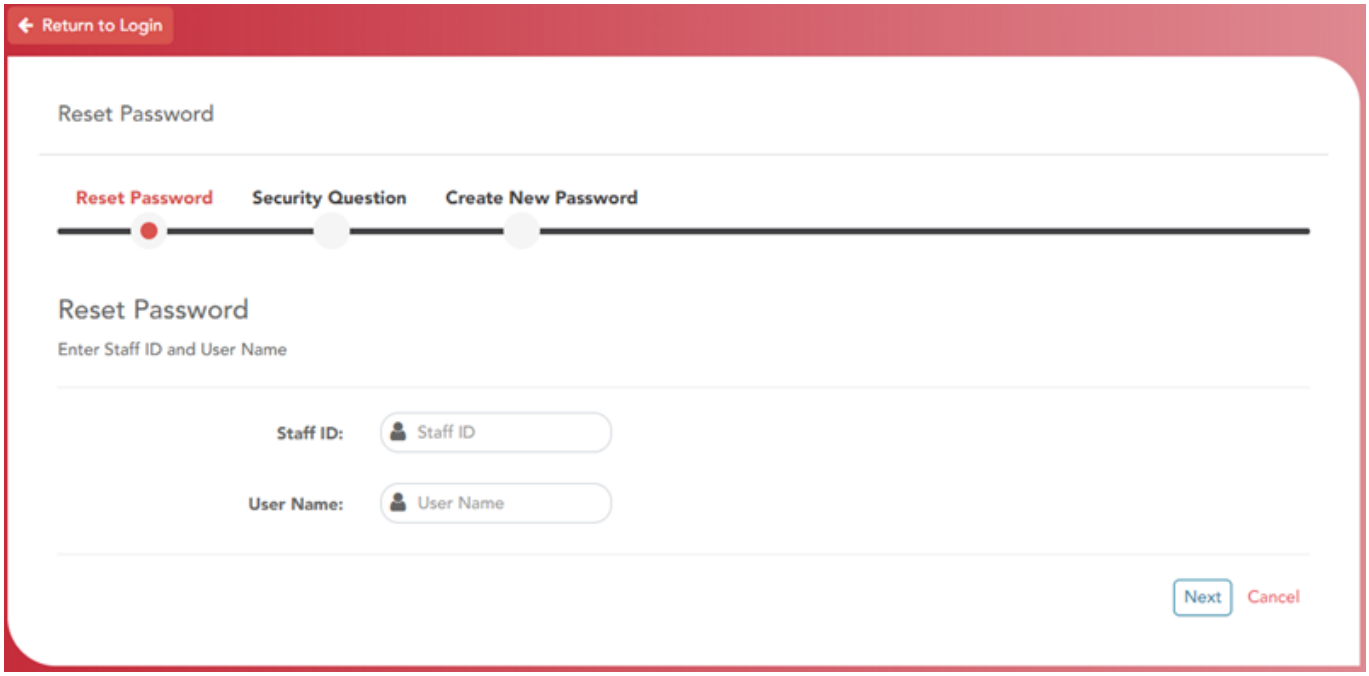
Reset Your Password

You can use the Reset Password wizard to reset your password.

Reset Password

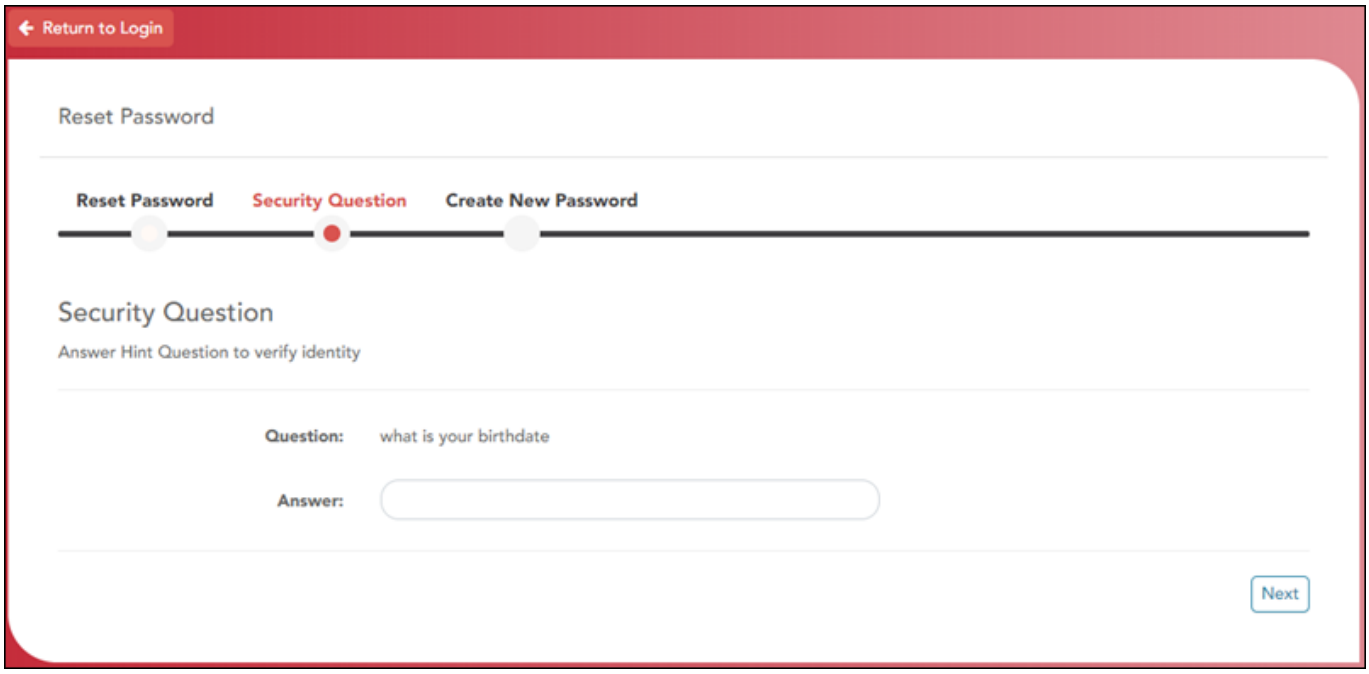


Staff ID	Type your Staff ID.
User Name	Type your user name. You must create an account in order to create a user name.

❑ Click **Next**.

If you entered the data correctly, the Security Question step opens.

Security Question

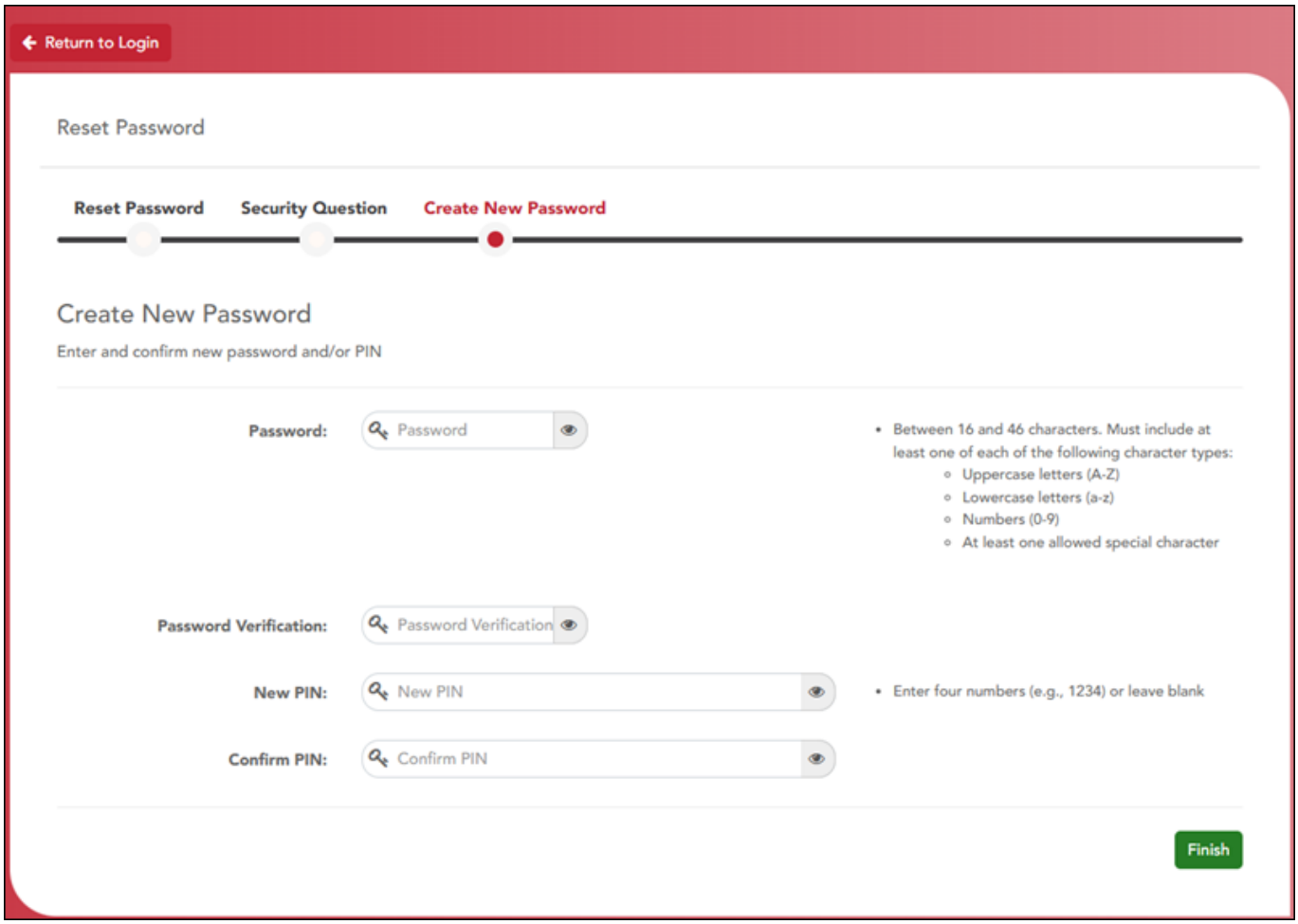


❑ Type the answer to your security question in the **Answer** field.

❑ Click **Next**.

If you entered the data correctly, the Create New Password step opens.

Create New Password

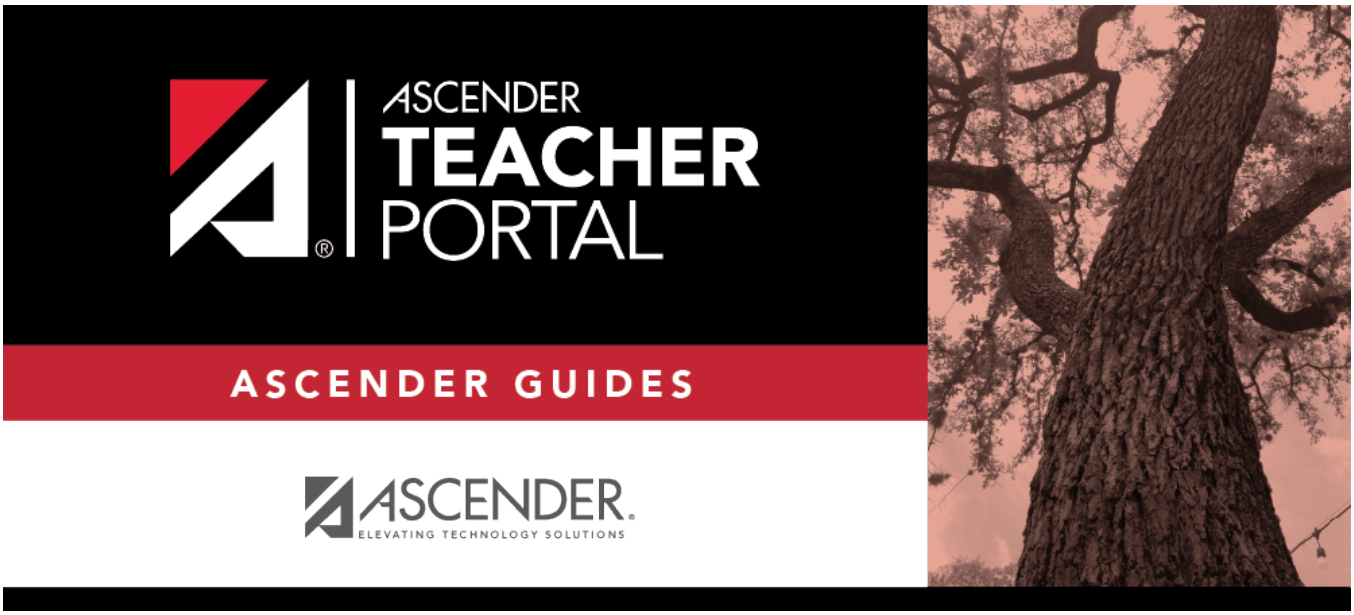


❑ Type your new password.

Password	Type a password that you will use when you log on to TeacherPortal. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: • Uppercase letters (A–Z) • Lowercase letters (a–z) • Numbers (0–9) • At least one allowed special character
Password Verification	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.

❑ Click **Finish**.

The Announcements page opens.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