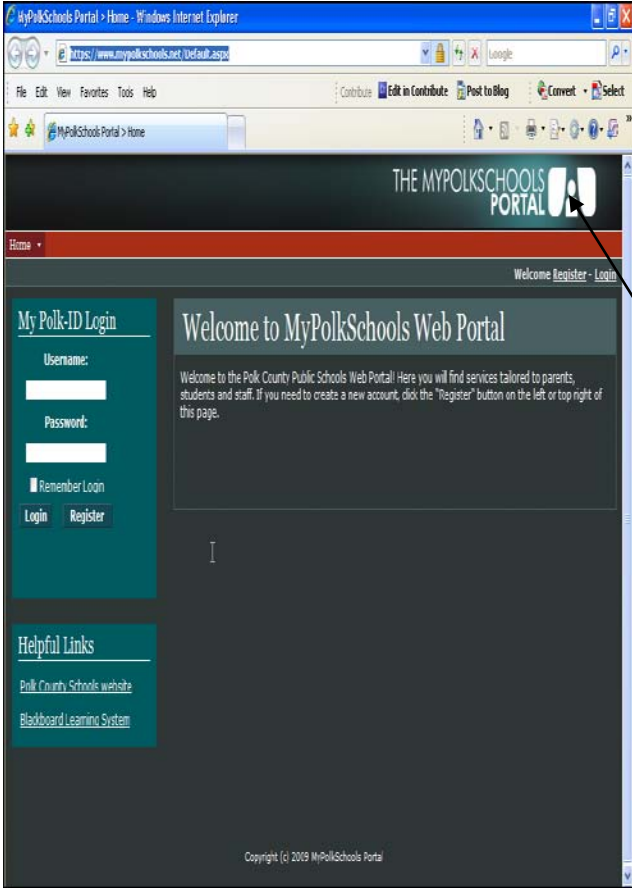
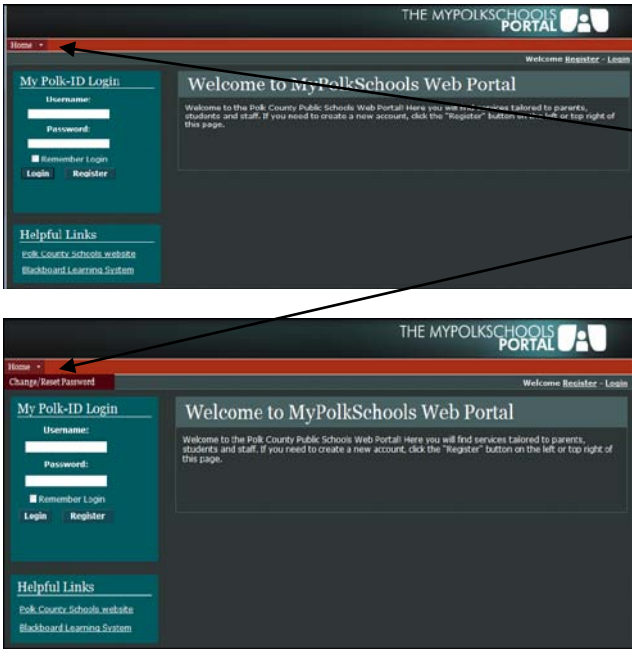
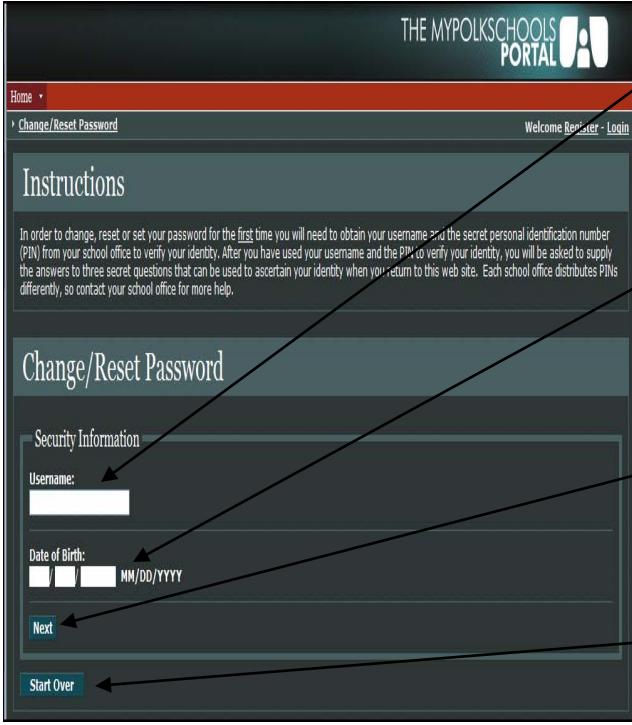
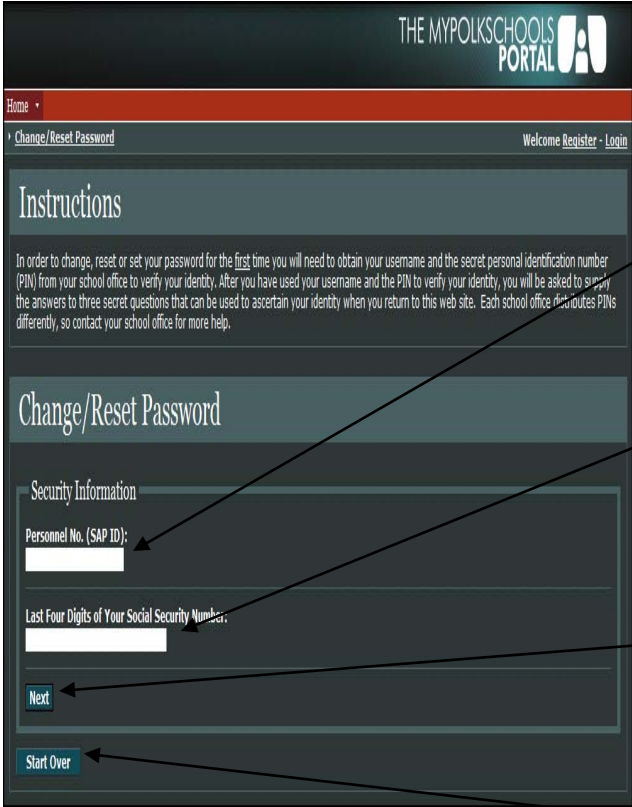


Employee-To Change or Reset Your Network Password in the MyPolkSchools Portal

Steps	Screen Displayed	Procedures
1.		<p><u>VERY IMPORTANT:</u> FIRST TIME USERS MUST USE THE “EMPLOYEE-FIRST TIME USER PASSWORD SETUP IN THE MYPOLKSCHOOLS PORTAL” DOCUMENTATION.</p> <p>Resetting Your Network Password in the MYPOLKSCHOOLS WEB PORTAL:</p> <ul style="list-style-type: none"> Go to the MYPOLKSCHOOLS PORTAL Web Page (https://www.mypolkschools.net/Default.aspx) <p><u>VERY IMPORTANT:</u> IF YOU ARE LOCKED OUT OF YOUR COMPUTER YOU MAY ACCESS THE MYPOLKSCHOOLS PORTAL ON SOMEONE ELSE’S COMPUTER TO CHANGE YOUR PASSWORD</p>
2.		<p>The MyPolkSchools Web Portal screen is now displayed.</p> <ul style="list-style-type: none"> Move the cursor over the word Home Click on the Change/Reset Password link

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Steps	Screen Displayed	Procedures
3.		<ul style="list-style-type: none"> • Type your Username in the space provided (first name. last name) <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px 0;">Username: <input style="width: 100%;" type="text"/></div> • Type your Date of Birth in the space provided (MM/DD/YYYY) <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px 0;">Date of Birth: <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 40px;" type="text"/> MM/DD/YYYY</div> • Click the Next button (to move to the next screen) <p>NOTE: If you need to start over:</p> <ul style="list-style-type: none"> • Click the Start Over button
4.		<p>IMPORTANT: If you are a Student Please Refer to the Student-To Change or Reset your Network Password in the MyPolkSchools Portal documentation.</p> <ul style="list-style-type: none"> • Type your Personnel No. (SAP ID) in the space provided <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px 0;">Personnel No. (SAP ID): <input style="width: 100%;" type="text"/></div> • Type the Last Four Digits of Your Social Security Number in the space provided <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px 0;">Last Four Digits of Your Social Security Number: <input style="width: 100%;" type="text"/></div> • Click the Next button (to move to the next screen) <p>NOTE: If you need to start over:</p> <ul style="list-style-type: none"> • Click the Start Over button

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Steps	Screen Displayed	Procedures
5.	<p>The screenshot shows a dark-themed interface. At the top, it says 'Instructions' and provides a paragraph of text. Below that is a 'Change/Reset Password' section. Underneath is a 'Challenge Questions' section with the instruction: 'Type the answer to the following questions to verify your identity, then click "Next" to continue. The answers you provide must exactly match those in our records in order to complete this process.' There are three questions, each with an 'Answer:' label and a text input field. The questions are: 'What was your first job?', 'Where did you meet your spouse/significant other?', and 'What is your favorite color?'. At the bottom of the screen are two buttons: 'Next' and 'Start Over'.</p>	<p><u>IMPORTANT:</u> You must provide the correct answers that you entered previously for the 3 Security Questions provided.</p> <p>Question 1-Type the correct answer in the space provided (<u>NOTE:</u> The answer must be the same as entered on the original application)</p> <p>Question 2-Type the correct answer in the space provided (<u>NOTE:</u> The answer must be the same as entered on the original application)</p> <p>Question 3-Type the correct answer in the space provided (<u>NOTE:</u> The answer must be the same as entered on the original application)</p> <p>Click the Next button (to move to the next screen)</p> <p><u>NOTE:</u> If you need to start over: :</p> <p>Click the Start Over button</p>

6.

SPECIAL NOTES ABOUT THE NEW PASSWORD REQUIREMENTS:

All Employees must meet the new minimum password requirement standards as follows:

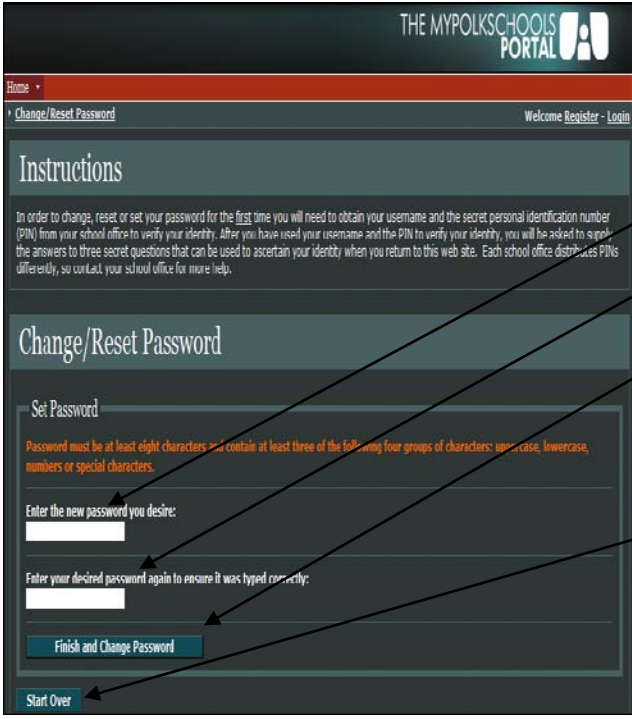

1. All passwords must have a minimum of eight (8) characters.
2. All passwords must contain (3 of the 4 choices) numbers, capital and lower case letters, and/or a special symbol.
3. All network/email passwords will be required to change every 120 days.
4. You cannot use one of your last 5 passwords.
5. Your password cannot contain 3 or more consecutive characters from your username.
6. Your new password must be kept for at least 2 days before you can change it again.

IMPORTANT:

A laptop computer **must be connected** to the Polk County Network by either wire or wireless for the new password to be updated on the laptop (**First time Only!**).

REMINDER- Your passwords will need to be updated on all mobile devices also.

Employee-To Change or Reset Your Network Password in the MyPolkSchools Portal

Steps	Screen Displayed	Procedures
7.		<p><u>IMPORTANT:</u> Make Sure you follow the specific guidelines when entering your password (Refer to Step 6).</p> <ul style="list-style-type: none"> • Type in the new password you desire in the space provided • <i>Retype</i> the same password again to confirm the password • Click the Finish and Change Password button <p><u>NOTE:</u> If you need to start over:</p> <ul style="list-style-type: none"> • Click the Start Over button
8.		<p><u>NOTE:</u> When you have Successfully Changed Your Password, you will see the Message: Password Has Been Changed Successfully.</p> <p><u>VERY IMPORTANT: AFTER YOUR PASSWORD HAS BEEN SUCCESSFULLY CHANGED, YOU MUST LOGOFF YOUR COMPUTER AND THEN LOG BACK ON FOR YOUR PASSWORD TO TAKE EFFECT.</u></p> <p><u>REMINDER:</u> If You Are Locked Out Of Your Computer You May Access the MyPolkSchools Portal On Someone Else's Computer to Change Your Password.</p>