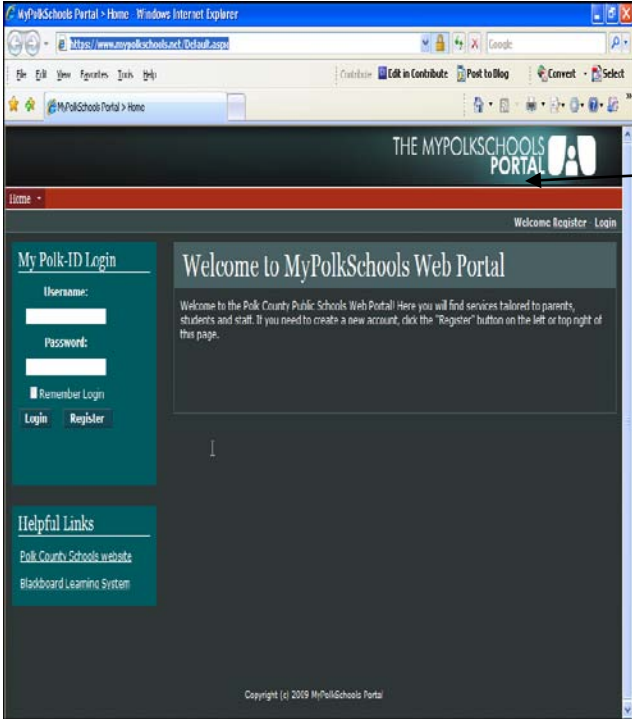




Employee-First Time User Password Set-up in the MyPolkSchools Portal

Steps	Screen Displayed	Procedures
<p>1.</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>VERY IMPORTANT: IF YOU ARE LOCKED OUT OF YOUR COMPUTER YOU MAY ACCESS THE MYPOLKSCHOOLS PORTAL ON SOMEONE ELSE'S COMPUTER TO CHANGE YOUR PASSWORD</p>
<p>2.</p>		<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

Employee-First Time User Password Set-up in the MyPolkSchools Portal

Steps	Screen Displayed	Procedures
3.		<p>Type your Username in the space provided (first name. last name)</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Username: <input style="width: 100%;" type="text"/></div> <p>Type your Date of Birth in the space provided (MM/DD/YYYY)</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">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> <p>Click the Next button (to move to the next screen)</p> <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-First Time User Password Set-up documentation.</p> <p>Type your Personnel No. (SAP ID) in the space provided</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Personnel No. (SAP ID): <input style="width: 100%;" type="text"/></div> <p>Type the Last Four Digits of Your Social Security Number in the space provided</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Last Four Digits of Your Social Security Number: <input style="width: 100%;" type="text"/></div> <p>Click the Next button (to move to the next screen)</p> <p>NOTE: If you need to start over:</p> <ul style="list-style-type: none"> • Click the Start Over button

Employee-First Time User Password Set-up in the MyPolkSchools Portal

Steps	Screen Displayed	Procedures
5.		<p>IMPORTANT: You must select 3 Security Questions and type their correct answers in the spaces provided.</p> <ul style="list-style-type: none"> • Question 1- Select from the pull down arrow the Security Question you want to use • Type the correct answer in the space provided (NOTE: The answer you provide must ALWAYS be identical in the future.) • Question 2- Select from the pull down arrow the Security Question you want to use • Type the correct answer in the space provided (NOTE: The answer you provide must ALWAYS be identical in the future.) • Question 3- Select from the pull down arrow the Security Question you want to use • Type the correct answer in the space provided (NOTE: The answer you provide must ALWAYS be identical in the future.) • 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

Employee-First Time User Password Set-up in the MyPolkSchools Portal

Steps	Screen Displayed	Procedures
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7.

SPECIAL NOTES ABOUT THE NEW PASSWORD REQUIREMENTS:

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

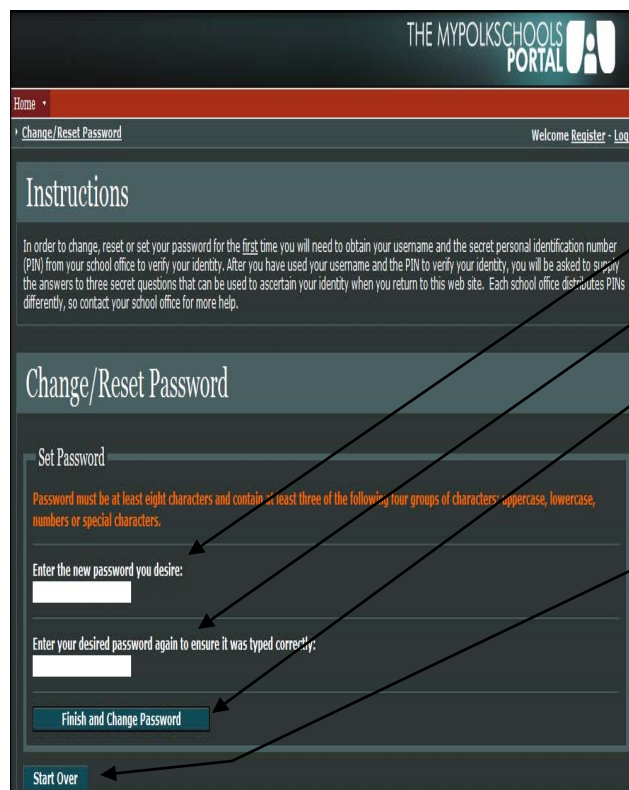
1. All passwords must have a minimum of eight (8) characters.
2. All passwords must contain (3 of the 4 choices) numbers, capital and lower case letters, and/or a special symbol.
3. All network/email passwords will be required to change every 120 days.
4. You cannot use one of your last 5 passwords.
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.

8.




IMPORTANT: Make Sure you follow the specific guidelines when entering your password (Refer to Step 7).

- Type in the **new password** you desire in the space provided
- **Retype** the **same password** again to confirm the password
- Click the **Finish and Change Password** button

NOTE: If you need to start over:

- Click the **Start Over** button

Employee-First Time User Password Set-up in the MyPolkSchools Portal

Steps	Screen Displayed	Procedures
9.		<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>