

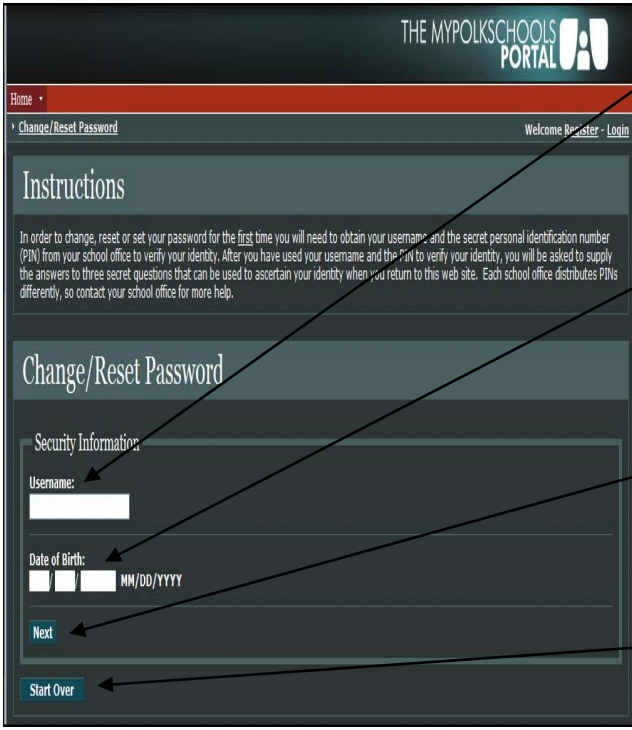
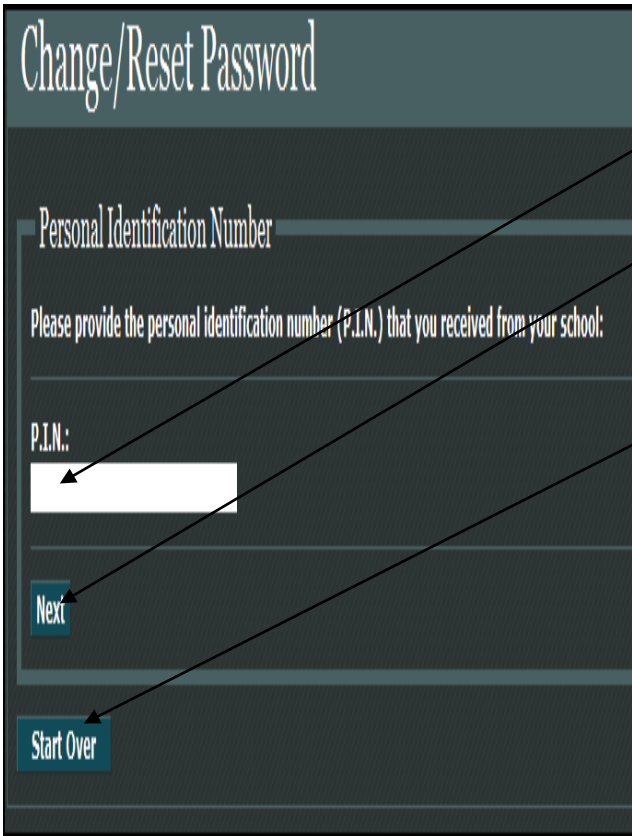



Student-First Time User Password Set-up in the MyPolkSchools Portal

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 PROTAL Web Page (https://www.mypolkschools.net/Default.aspx) <p><u>VERY IMPORTANT:</u> IF YOU ARE LOCKED OUT OF YOUR COMPUTER YOU MAY LOGON TO 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

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Steps	Screen Displayed	Procedures
3.		<p>Type your Username in the space provided (first name. last name)</p> <p>Username:</p> <p>Type your Date of Birth in the space provided (MM/DD/YYYY)</p> <p>Date of Birth:</p> <p>MM/DD/YYYY</p> <p>Click the Next button (to move to the next screen)</p> <p>NOTE: If you need to start over:</p> <p>Click the Start Over button</p>
4.		<p><u>If you are a Student:</u></p> <p>Type in your P.I.N. number in the space provided (this is case sensitive)</p> <p>Click the Next button (to move to the next screen)</p> <p>NOTE: If you need to start over:</p> <p>Click the Start Over button</p>

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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

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Steps	Screen Displayed	Procedures
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7.

SPECIAL NOTES ABOUT THE NEW PASSWORD REQUIREMENTS:

All Students 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 first or last name.
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.

The screenshot shows the 'Change/Reset Password' page in the MyPolkSchools Portal. At the top, there is a navigation bar with 'Home', 'Change/Reset Password', and 'Welcome Register - Login'. Below this is an 'Instructions' section with text explaining the process. The main section is titled 'Change/Reset Password' and contains a 'Set Password' form. The form has two input fields: 'Enter the new password you desire:' and 'Enter your desired password again to ensure it was typed correctly:'. Below the form are two buttons: 'Finish and Change Password' and 'Start Over'. A red error message is visible above the first input field: 'Password must be at least eight characters and contain at least three of the following four groups of characters: uppercase, lowercase, numbers or special characters.'

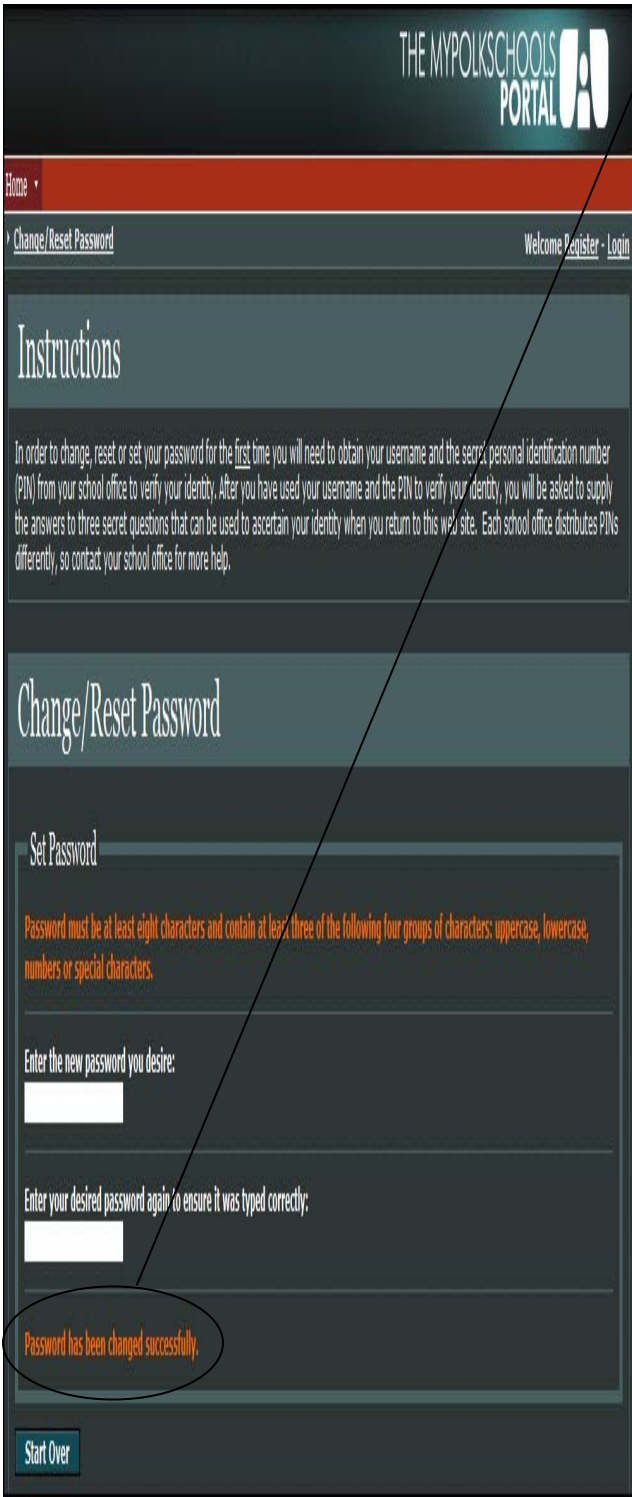
IMPORTANT: Make Sure you follow the specific guidelines when entering your password (Refer to Step 7).

- 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

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

Steps	Screen Displayed	Procedures
9.	 <p>The screenshot shows the 'Change/Reset Password' page in the MyPolkSchools Portal. At the top, there is a navigation bar with 'Home', 'Change/Reset Password', and 'Welcome Register - Login'. Below this is a section titled 'Instructions' with text explaining the process: 'In order to change, reset or set your password for the first time you will need to obtain your username and the secret personal identification number (PIN) from your school office to verify your identity. After you have used your username and the PIN to verify your identity, you will be asked to supply the answers to three secret questions that can be used to ascertain your identity when you return to this web site. Each school office distributes PINs differently, so contact your school office for more help.' Below the instructions is the 'Change/Reset Password' section, which includes a 'Set Password' sub-section. It provides a password requirement: 'Password must be at least eight characters and contain at least three of the following four groups of characters: uppercase, lowercase, numbers or special characters.' There are two input fields: 'Enter the new password you desire:' and 'Enter your desired password again to ensure it was typed correctly:'. At the bottom of the form, a message states 'Password has been changed successfully.' which is circled in red. A 'Start Over' button is located at the bottom left of the page.</p>	<p>NOTE: 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: If You Are Locked Out Of Your Computer You May Logon to the MyPolkSchools Portal On Someone Else's Computer to Change Your Password.</u></p>