
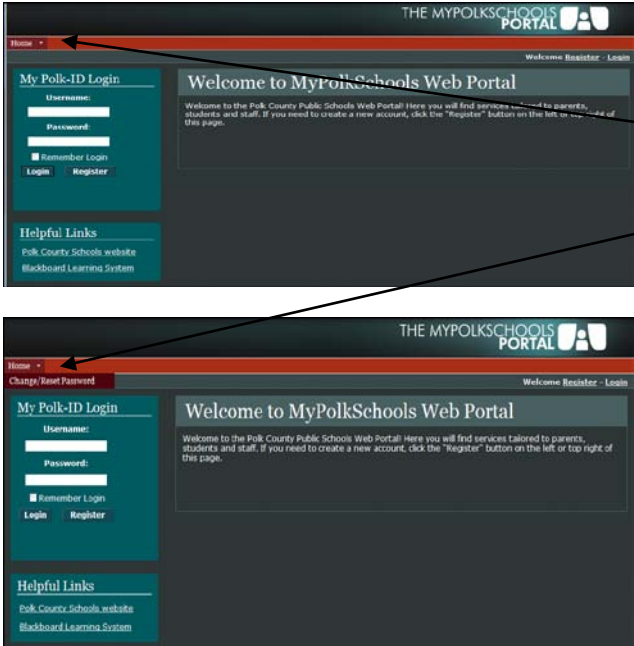


# Student-To Change or Reset Your Network Password in the MyPolkSchools Portal

Steps	Screen Displayed	Procedures
<p>1.</p>		<p><b>Resetting Your Network Password in the MYPOLKSCHOOLS WEB PORTAL:</b></p> <ul style="list-style-type: none"> <li>Go to the <b>MYPOLKSCHOOLS PORTAL</b> Web Page (<a href="http://www.mypolkschools.net/Default.aspx">http://www.mypolkschools.net/Default.aspx</a>)</li> </ul> <p><b><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</b></p>
<p>2.</p>		<p>The <b>MyPolkSchools Web Portal</b> screen is now displayed.</p> <ul style="list-style-type: none"> <li>Move the <b>cursor</b> over the word <b>Home</b></li> <li>Click on the <b>Change/Reset Password</b> link</li> </ul>

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3.		<ul style="list-style-type: none"> <li>• Type your <b>Username</b> in the space provided (<b>first name. last name</b>)  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Username: _____</div> </li> <li>• Type your <b>Date of Birth</b> in the space provided (<b>MM/DD/YYYY</b>)  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Date of Birth:  <input type="text"/> / <input type="text"/> / <input type="text"/> MM/DD/YYYY</div> </li> <li>• Click the <b>Next</b> button (to move to the next screen)</li> </ul> <p><b>NOTE:</b> If you need to start over:</p> <ul style="list-style-type: none"> <li>• Click the <b>Start Over</b> button</li> </ul>
4.		<p><b><u>If you are a Student:</u></b></p> <ul style="list-style-type: none"> <li>• Type in your <b>P.I.N. number</b> in the space provided (<b>this is case sensitive</b>)</li> <li>• Click the <b>Next</b> button (to move to the next screen)</li> </ul> <p><b>NOTE:</b> If you need to start over:</p> <ul style="list-style-type: none"> <li>• Click the <b>Start Over</b> button</li> </ul>

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5.		<p><b><u>IMPORTANT:</u></b> You must provide the correct answers that you entered previously for the 3 Security Questions provided.</p> <p><b>Question 1-</b>Type the correct answer in the space provided (<b><u>NOTE:</u></b> The answer must be the same as entered on the original application)</p> <p><b>Question 2-</b>Type the correct answer in the space provided (<b><u>NOTE:</u></b> The answer must be the same as entered on the original application)</p> <p><b>Question 3-</b>Type the correct answer in the space provided (<b><u>NOTE:</u></b> The answer must be the same as entered on the original application)</p> <p>Click the <b>Next</b> button (to move to the next screen)</p> <p><b><u>NOTE:</u></b> If you need to start over: :</p> <p>Click the <b>Start Over</b> button</p>

6.

### **SPECIAL NOTES ABOUT THE NEW PASSWORD REQUIREMENTS:**

**You must meet the new minimum password requirement standards as follows:**

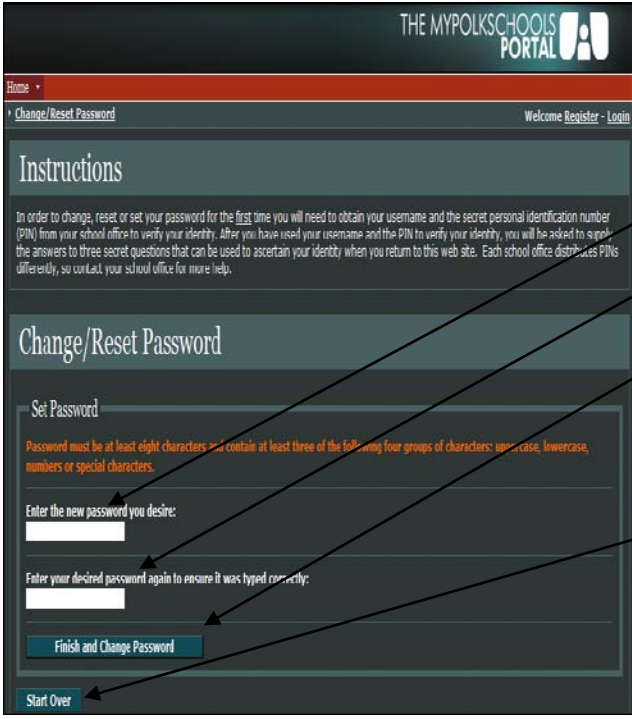
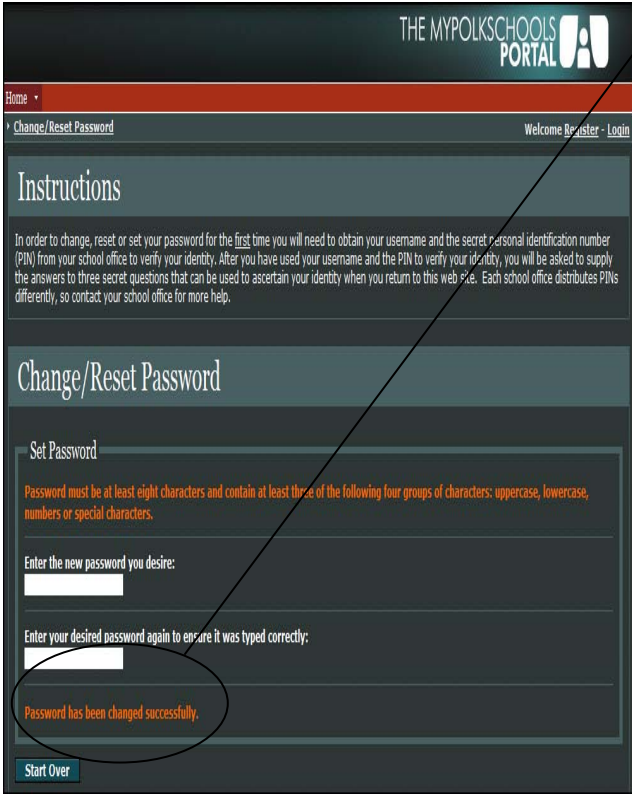
1. All passwords must have a minimum of eight (8) characters.
2. All passwords must contain (3 of the 4 choices) numbers, capital and lower case letters, and/or a special symbol.
3. All network/email passwords will be required to change every 120 days.
4. You cannot use one of your last 5 passwords.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

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7.		<p><b><u>IMPORTANT:</u></b> Make Sure you follow the specific guidelines when entering your password (Refer to Step 6).</p> <ul style="list-style-type: none"> <li>• Type in the <b>new password</b> you desire in the space provided</li> <li>• <i>Retype</i> the <b>same password</b> again to confirm the password</li> <li>• Click the <b>Finish and Change Password</b> button</li> </ul> <p><b><u>NOTE:</u></b> If you need to start over:</p> <ul style="list-style-type: none"> <li>• Click the <b>Start Over</b> button</li> </ul>
8.		<p><b><u>NOTE:</u></b> When you have Successfully Changed Your Password, you will see the Message: <b>Password Has Been Changed Successfully.</b></p> <p><b><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></b></p> <p><b><u>REMINDER:</u></b> 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>