

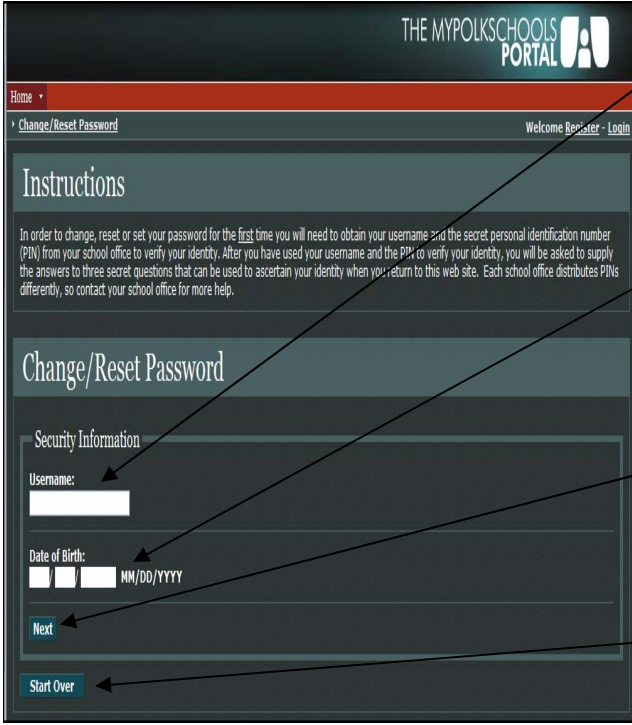



Student-To Change or Reset Your Network Password in the MyPolkSchools Portal

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 (http://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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3.		<ul style="list-style-type: none"> • Type your Username in the space provided (IE: johnt1) <div style="border: 1px solid black; padding: 2px; 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: 2px; 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><u>If you are a Student:</u></p> <ul style="list-style-type: none"> • Type in your P.I.N. number in the space provided (this is case sensitive) • 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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5.		<p><u>IMPORTANT:</u> You must provide the correct answers that you entered previously for the 3 Security Questions provided.</p> <ul style="list-style-type: none"> ● 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) ● 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) ● 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) ● Click the Next button (to move to the next screen) <p><u>NOTE:</u> If you need to start over: :</p> <ul style="list-style-type: none"> ● Click the Start Over button

6.

SPECIAL NOTES ABOUT THE NEW PASSWORD REQUIREMENTS:

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

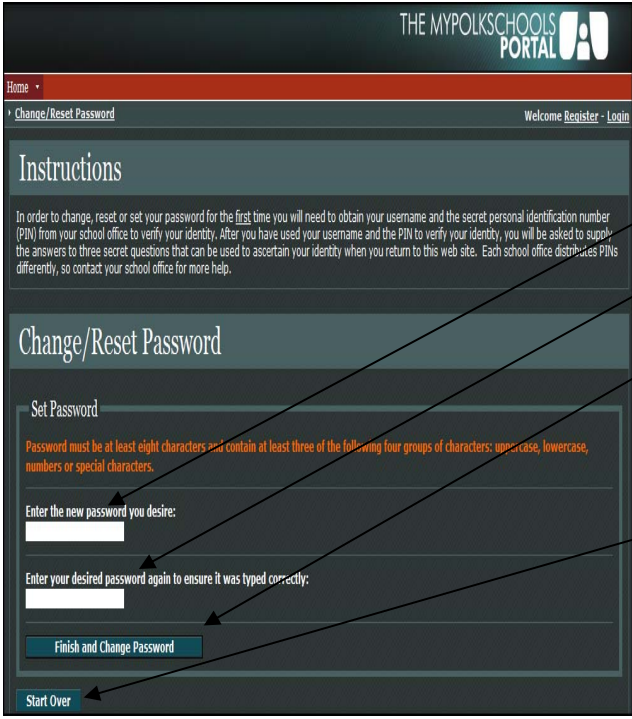

1. All passwords must have a minimum of eight (8) characters.
2. All passwords must contain (3 of the 4 choices) numbers, capital and lower case letters, and/or a special symbol.
3. All network/email passwords will be required to change every 120 days.
4. You cannot use one of your last 5 passwords.
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><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 Logon to the MyPolkSchools Portal On Someone Else's Computer to Change Your Password.</p>