Wellsville CSD Password Change Guide

Passwords for the network and eSchool must meet the following complexity requirements:

- One upper case letter

- One lower case letter

- One number or punctuation

- 14 characters long

- Not contain the user's account name or part of the user's full name that exceed three consecutive characters

- Cannot be password used for previous 5 passwords

Please cutout this cheat sheet if you need help remembering your new passwords. Please note that there is no place for PII (Personally Identifiable Information) on this cheat sheet that can link passwords to you, your place of employment or the name of our **SIS***. It should contain **Passwords Only** and should **not have Names or Usernames** written on it**.**
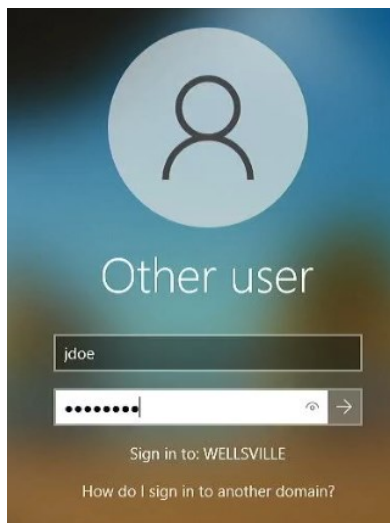
Passwords Best Practices:

- Use phrases or groups of words with substitutions

  (i.e. iL0veTheB1lls!, C@tsAr3TheBest,C@ts-D0gs-Bills)

- Use a combination of letters, numbers and symbols

- The longer the password the more secure it is

- Do not mix work passwords with personal passwords

- Do not use personal devices to access work resources

- Do not write you passwords down and leave unsecured (i.e.—under your keyboard)

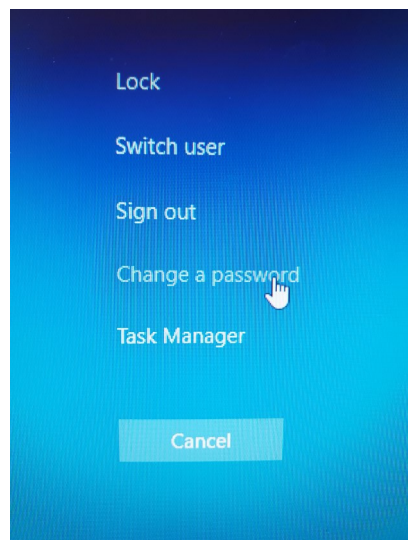**Password Cheat Sheet**

Network:

_____

Cut this out and store it in a safe place.

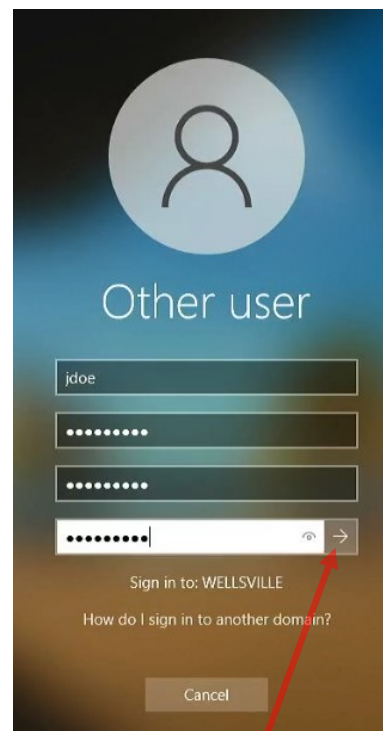(personal safe, wallet, purse, locked drawer….)
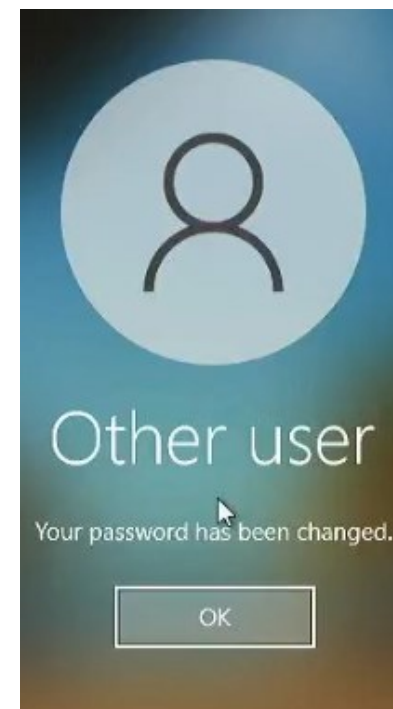
Change Network Password on a Computer

STEP 1:
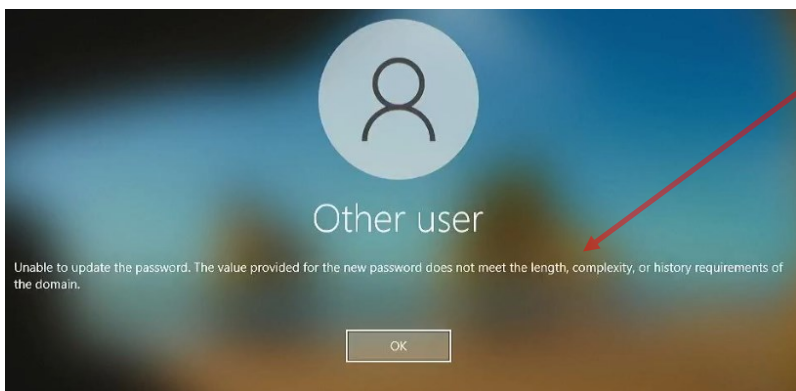
Login to a computer as your normally would.

STEP 2:

Once logged in, Hit CTRL-ALT-DEL on the keyboard and choose "Change a password".

STEP 3:

Enter your current password and then your new password 2 times and click the arrow. (Please see password requirements on page 1)

STEP 4:

Click OK to the successful password change.

If for any reason you get this message:

- Your new password does not meet the complexity requirements.

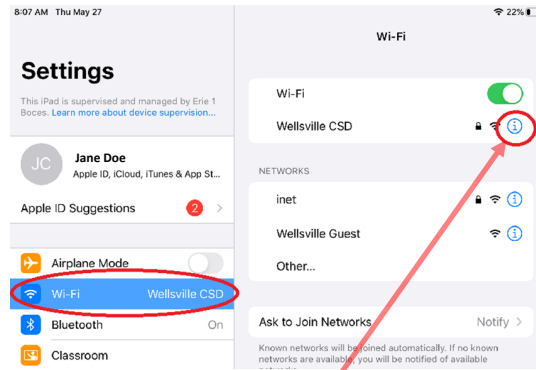- You have used that same password within the past three password changes.

Once your password has been changed:

- Please follow the instructions to update the password for Wi-Fi and email on your iPad.

- You will need to update the Wi-Fi password on any personal device you may have.

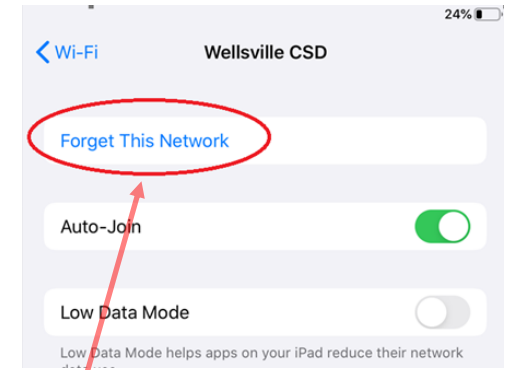- If you are using OneDrive, you will be asked to login back into it with your new password.
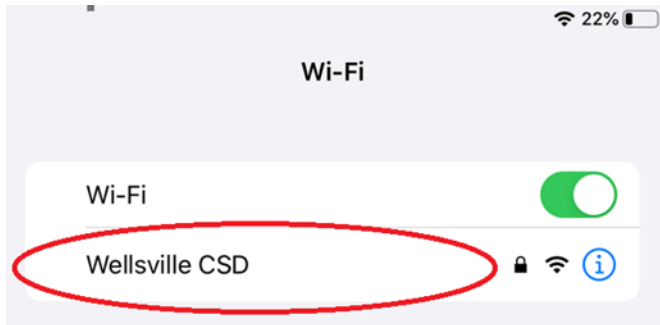
Updating Wi-Fi Password on iPad

STEP 1:

On you iPad tap the settings app.

STEP 2:

On the left tap on Wi-Fi then tap on the little blue circled "i".

STEP 3:

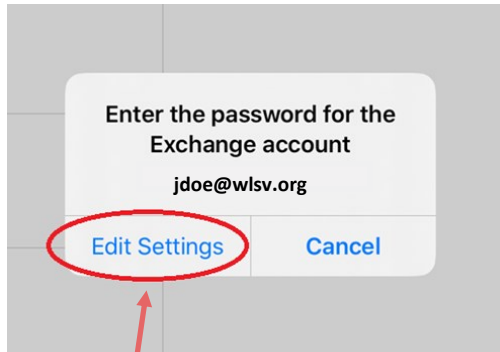On the right tap "Forget This Network" then tap "Forget" to confirm.

STEP 4:

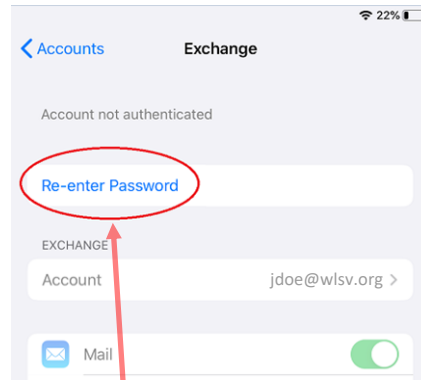Tap on "Wellsville CSD".

STEP 5:

Enter your network username and password (the one you just changed on your computer) then tap "Join". If prompted click "Trust".
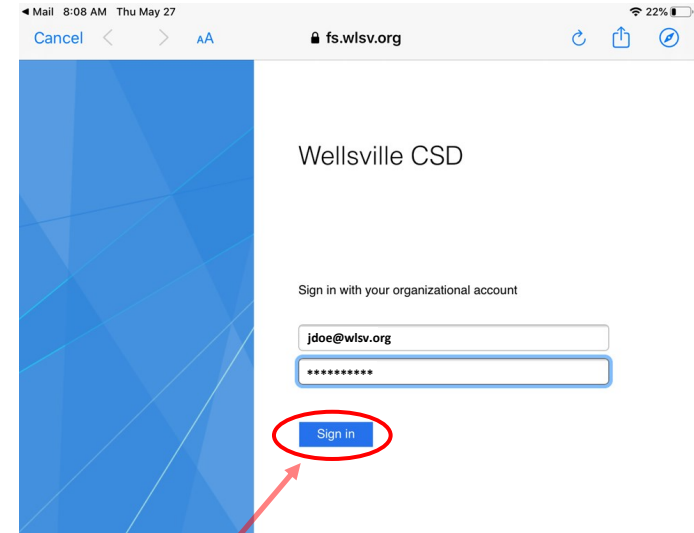
Updating Email Password on iPad

At some point after updating you the password your iPad will prompt you to update that password for your email.

STEP 1:

When prompted on your I Pad tap "Edit Settings".

STEP 2:

Tap "Re-enter Password".

STEP 3:

Enter your new password and tap "Sign In".