

Wellsville CSD Password Change Guide

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


- 8 or more characters
- Three of the following
 - One Uppercase
 - One Lowercase
 - One Number
 - One Punctuation
- Cannot use dictionary passwords
- Cannot use dictionary passwords with characters replaced by special characters
- Cannot be password used for previous 3 passwords

Passwords Best Practices:

- Do not use common dictionary words
- 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)
- Make your eSchool and Network password different

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.

Password Cheat Sheet



Network:

SIS:

*SIS—Student Information System:
eSchool

Cut this out and store it in a safe place.
(personal safe, wallet, purse, locked drawer....)

Example of How to Generate a Secure Password

Jane Doe

- Kids
 - Brianna Doe – 1/10/21
 - Michael Doe – 5/21/15
- Nephew
 - Brian Smith
- Pets
 - Cat – Fluffy
 - Dog – Bowser
- Sports Team
 - Buffalo Bills
 - Yankees
- Favorite Food
 - Pizza
 - Lobster
- Marriage
 - 20 years
 - 2001
- Special Characters
 - \$ @ ! # & * . :

Possible Password:

Bd15\$fB20

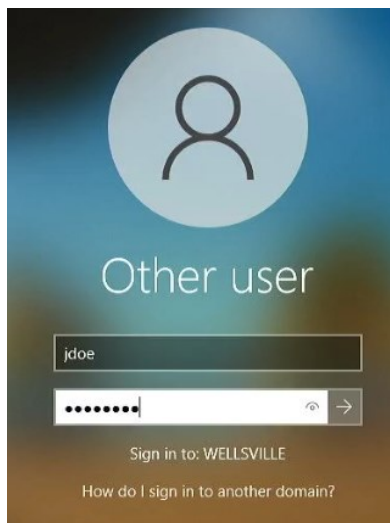
Jane Doe

- Kids
 - Brianna Doe – 1/10/15
 - Michael Doe – 5/21/20
- Nephew
 - Brian Smith
- Pets
 - Cat – Fluffy
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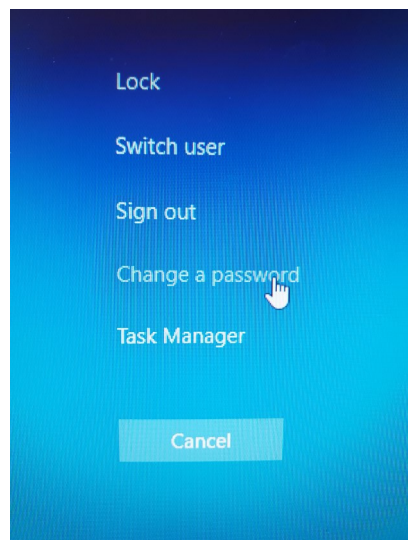
Possible Password:

Mb01!Bb15

Change Network Password on a Computer



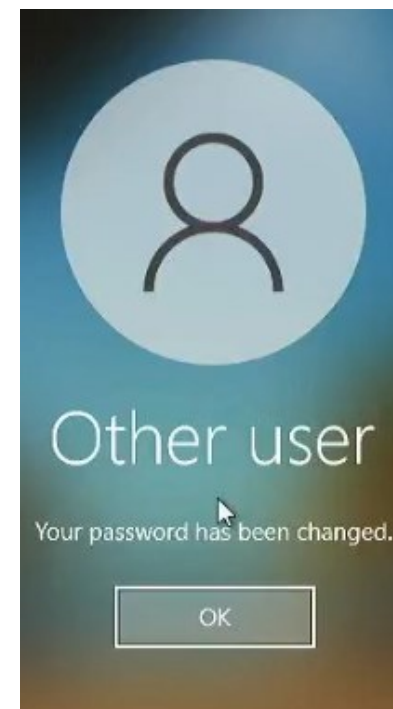
STEP 1:
Login to a computer as your normally would.



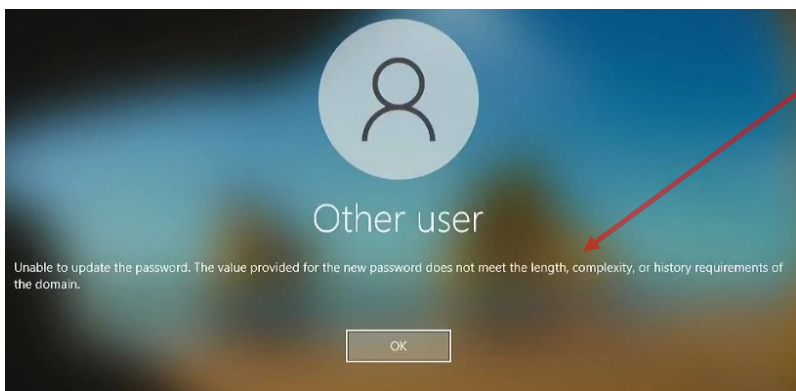
STEP 2:
Once logged in, Hit CTRL-ALT-DEL on the keyboard and choose "Change a password".



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.



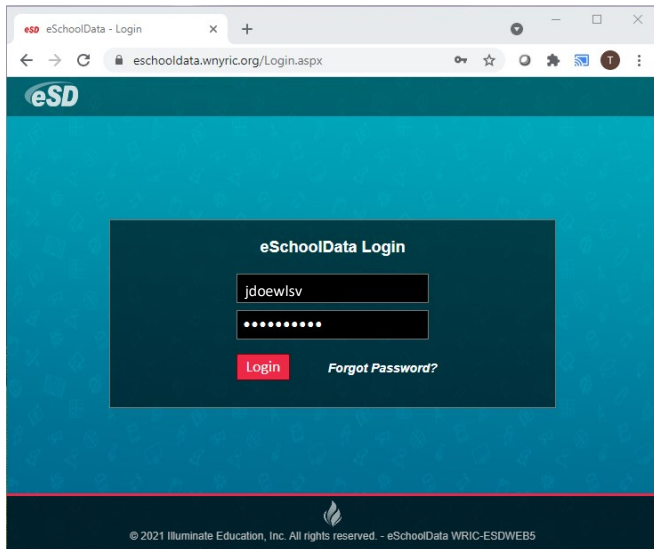
If for any reason you get this message:

- 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:

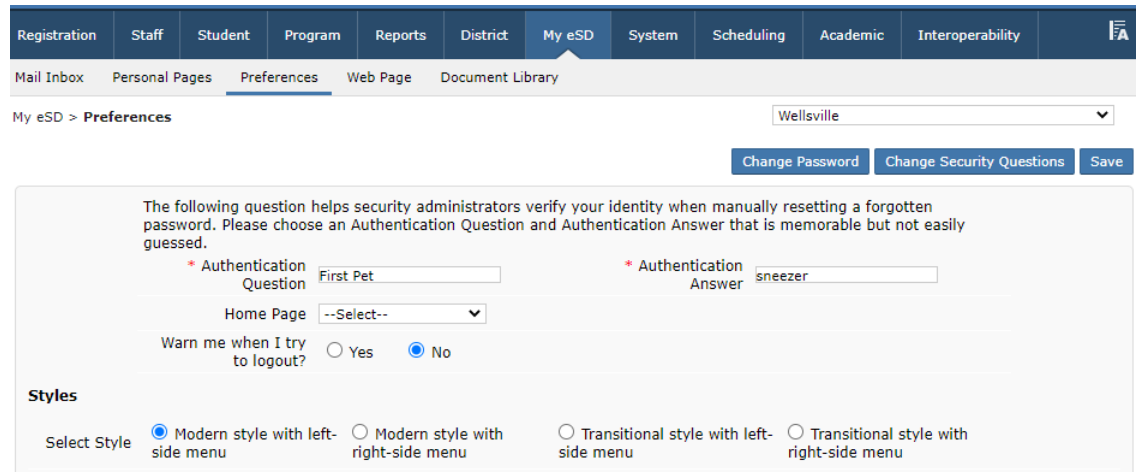
- Please follow the instructions to update the password for Wi-Fi and email on your iPad.
- You will need to update the Wi-Fi password on any personal device you may have.
- If you are using OneDrive, you will be asked to login back into it with your new password.

Change eSchool Password



STEP 1:

Login to eSchool as your normally would.



STEP 2:

Click on "My eSD" > Preferences.
Click Change Password.

STEP 3:

Enter your old password and then new password twice.
Click "Save".

Change Password

Save Cancel

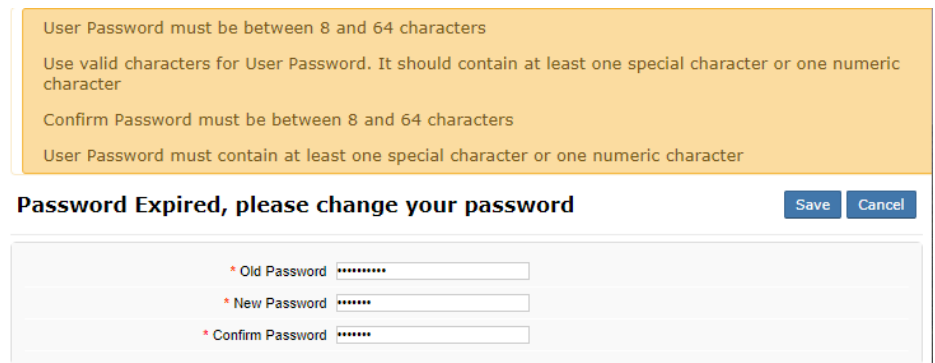
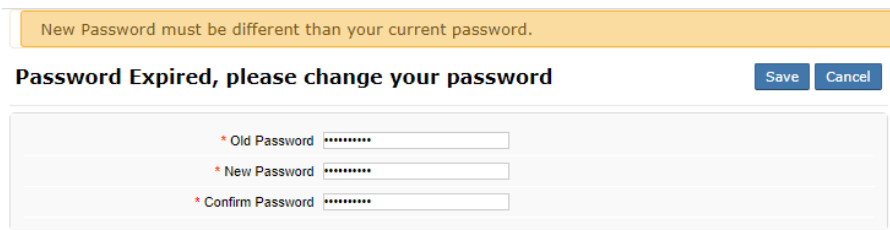
* Old Password

* New Password

* Confirm Password

If you get one of these messages:

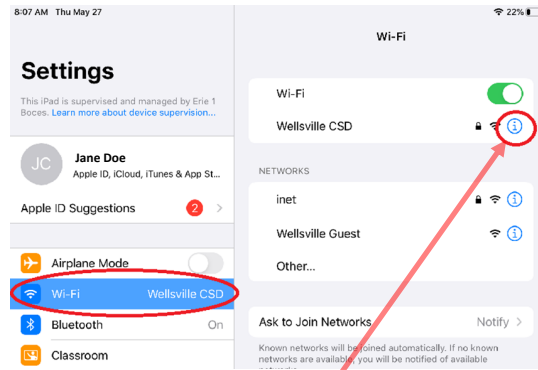
- Your new password does not meet the complexity requirements
- You have used that same password within the past three password changes



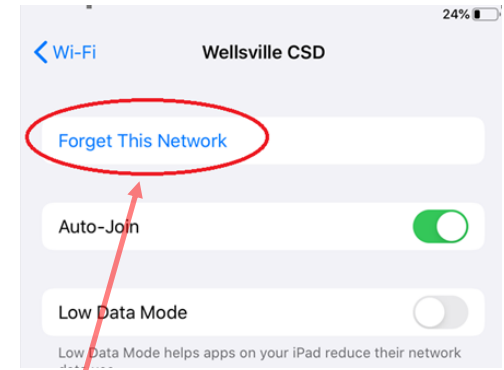
Updating Wi-Fi Password on iPad



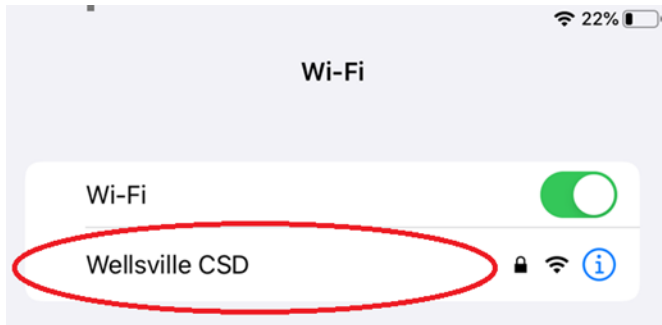
STEP 1:
On your iPad tap the settings app.



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.



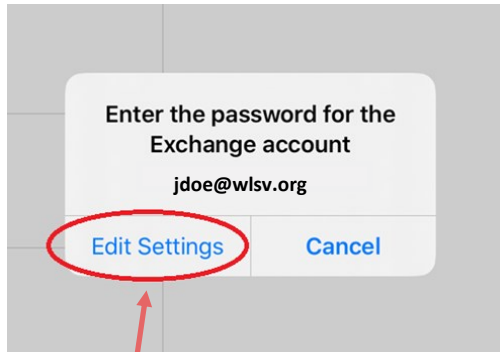
STEP 4:
Tap on "Wellsville CSD".



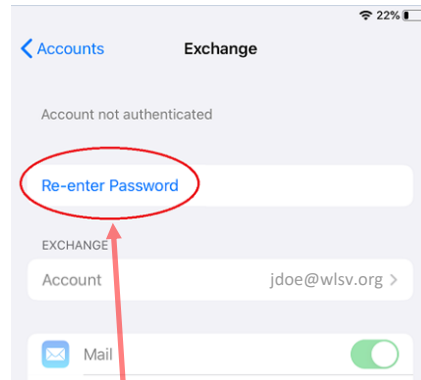
STEP 5:
Enter your network username and password (the one you just changed on your computer) then tap "Join". If prompted click "Trust".

Updating Email Password on iPad

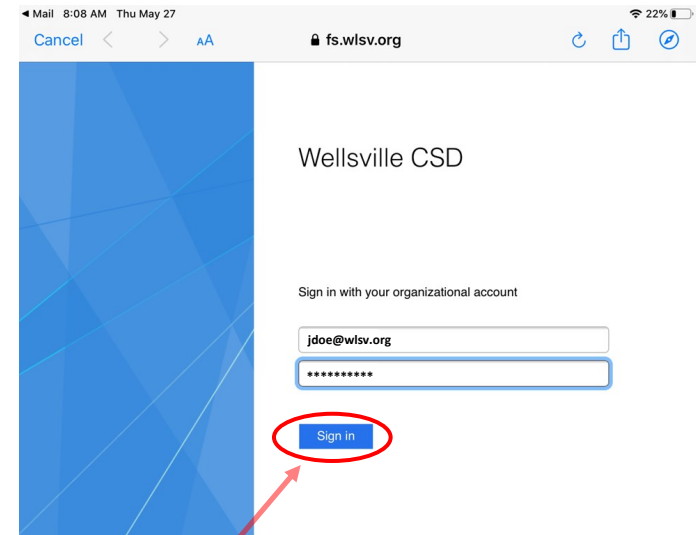
At some point after updating you the password your iPad will prompt you to update that password for your email.



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".