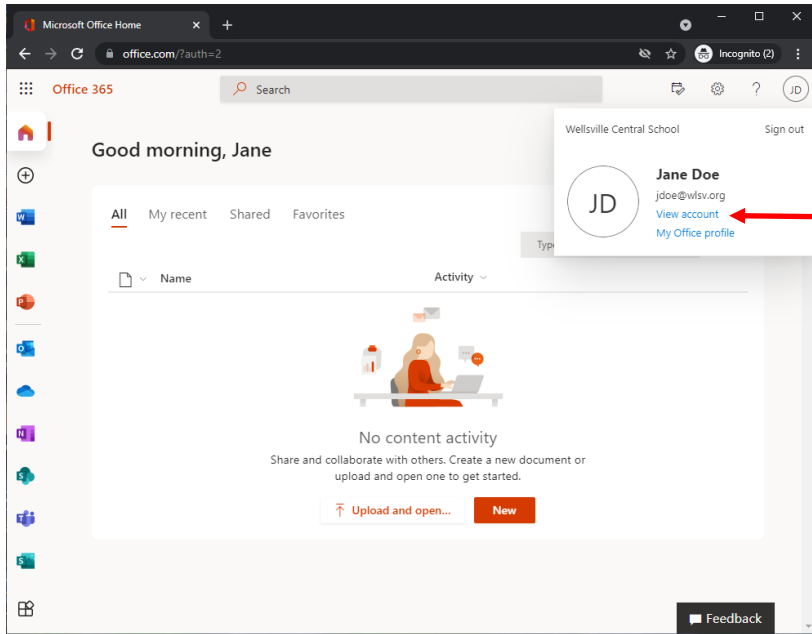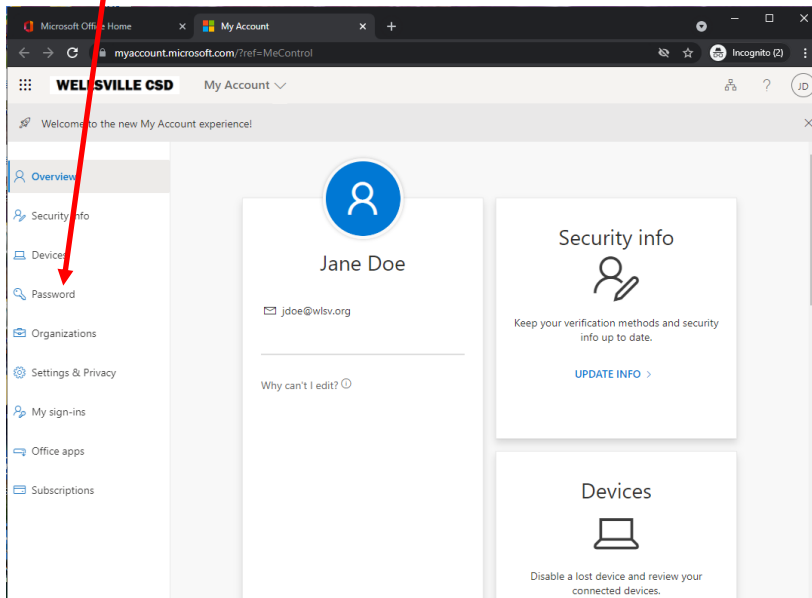# Changing Network Password via Office 365
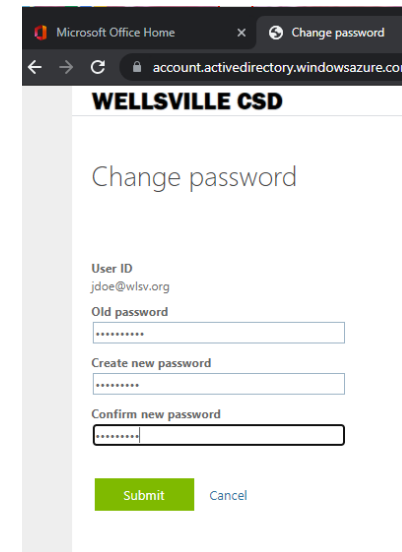

1. Login to portal.office.com with current password.

2. Click on the circle with your initials in the top right and then click on "View Account".

4. Enter you old password and new password* twice. Click "Submit".

3. Click on "Password"

*Please see required password change guide.

Required 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

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)

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:

_____

Cut this out and store it in a safe place.

(personal safe, wallet, purse, locked drawer….)