

A new system has been put in place this summer for administering **staff and student** network accounts. As part of that upgrade, the password can be changed at work or home using a web browser. **Do NOT use CTRL-ALT-DEL feature** on a division workstation to change your password.

Change My Password:

- Open a web browser and enter URL of **passwordreset.wsd1.org**
- Or, go to Staff Services page on the division web site. Click **Change My Password**
- Or, for staff only, log into the staff portal at portal.wsd1.org. Click **Change My Password** in Targeted Links
- Or, log into mysite.wsd1.org and click **Change My Password** in Targeted Links

At the Login screen:

- Enter your WSD network account name appended with @wsd1.org (*e.g. jsmith@wsd1.org*) in the first box
- Enter your old network password in Old Password box
- Enter your new password in New Password and Confirm New Password boxes

Password must be at least 8 characters containing three of the following four (capital letter, lower case letter, number, special character). It must not contain your name.

NOTE: This applies to students changing their password as well as staff.

At the Login screen, students will log in with their WSD network account name appended with @live.wsd1.org (*e.g. johnnym12@live.wsd1.org*)

Forgot My Password:

In the Fall, a new “Forgot My Password” feature will be introduced so that you can reset your password. In the meantime:

- Contact your school office or school computer technician to request a new password from Information Systems
- Or, click the **Email Support link** near the bottom of the WSD Email login page to send an email request. Include your employee number in the email request.