

Staff and Student email passwords 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:

- Go to Staff Services page on the division web site. Click **Change My Password**
- Or, for staff only, log into the WSD staff portal. Click **Change My Password** under 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

Passwords 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:

- Contact your school office or school computer technician to request a new password from Information Systems
- Or, to send an email request click *For Email Assistance click here*, located under the Staff tab.
***Include your employee number in the email request.**