How to Change Passwords in Various Systems in Use in Latta School District

Updated 8/2/2021

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*Other systems like Blackboard, Safari Montage, Clever, etc... we try to link with existing accounts either through AD or Google.

Change Network Password (also changes Office365 Email Password)

- Press Ctl+Alt+Del to get to this screen



- Click on "Change a password" to get to this screen

Change a password			
	winaero		
	Old password		
	New password		
	Confirm password		
	Create a password reset disk		

- Enter old password and then new password twice and your password is now changed
- Your Office365 account password will update to this new password at next sync. Typically less than 30 minutes.

Change Powerschool Password

- Login to Powerschool
- Click on the round button in the upper right-hand side of the page with your initials in it. This gives you the option to "Manage Profile" and "Sign Out".



- Click on the link for "Manage Profile". This takes you to your profile page.

Functions	Start Page > Manage Profile			
Section Audit Attendance Dashboard	Manage Profile			
Enrollment Summary Health Management	Details			
Importing & Exporting Incident Management	No photo Use	er Name:	carla.shelley	
Master Schedule Search Attachments		Name:	Shelley, Carla	
Special Functions	Emp	loyee ID:	2122007	
Sections Report Special Programs Teacher Schedules	Primary Email A	Address:	carla.shelley@lattavikings.com	
Reports	Sign In Password			
System Reports ReportWorks PSCB Custom Reports	Change Password Update Your S	Sign In Pas	sword	

- Click on the "Change Password" link. To get to this screen.

har	nge Password
inter assv	your current password and the new vord you would like to use.
₽	New password must:
	Be at least 8 characters long
lew	Password
Con	firm New Password

- Then enter your old password and your new password twice to make the change.

Change Google Password

- Login to Google
- Click on the button in the upper right-hand part of the screen that shows one of your initials or your profile picture. This opens the accounts screen like in this picture.



- Click on the link that says "Manage you Google Account". This takes you to your Google Account page. On this page click on the link that says "Security".



- On this page click on the link that says "Security". This takes you to the "Security" page of your account. On this page click on the link that says "Password" in the section that says "Signing in to Google".

Your account is protected					
The Security Checkup checked your account and found no recommen- ded actions					
See details					
Recent security activity					
New sign-in on Windows	3:23 PM · South Carolina, USA	>			
Password changed	Jul 20 · South Carolina, USA	>			
Review security activity					
Signing in to Google		*			
Password	Last changed Jul 20	>			
2-Step Verification	• off	>			
Your devices					
You're currently signed in to your Google Account or	these devices				

Security

Settings and recommendations to help you keep your account secure

- At this point you will have to enter your current password to verify your identity. Once you enter this successfully then you can enter your new password to change it.

*Keep in mind that Google passwords have to have a minimum of 8 characters.