

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

Updated 8/2/2021

[Network/Office365 Email](#) [Page 2](#)

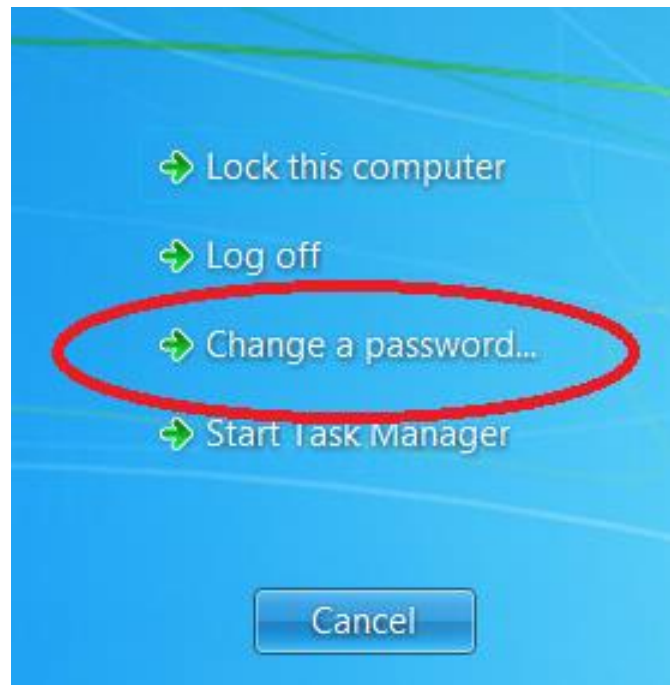
[Powerschool for Admins](#) [Page 3](#)

[Google](#) [Page 4](#)

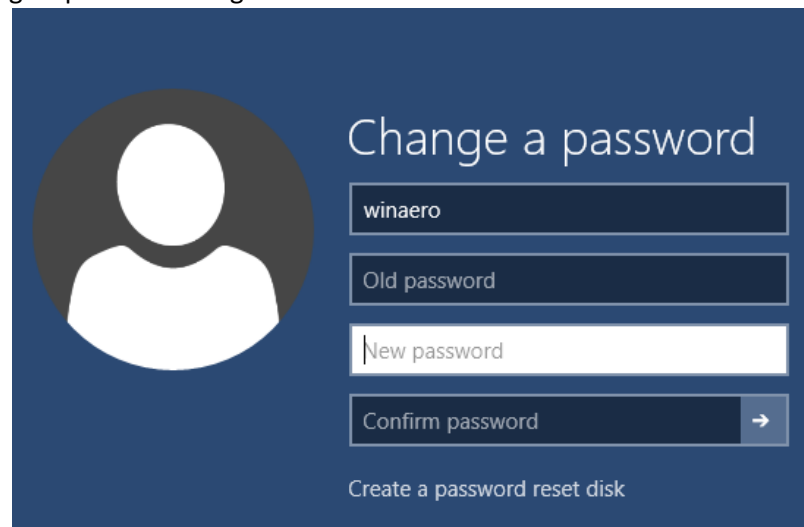
*Other systems like Blackboard, Safari Montage, Clever, etc... we try to link with existing accounts either through AD or Google.

Change Network Password (also changes Office365 Email Password)

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



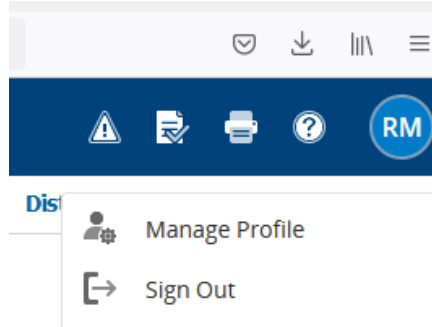
- Click on "Change a password" to get to this screen



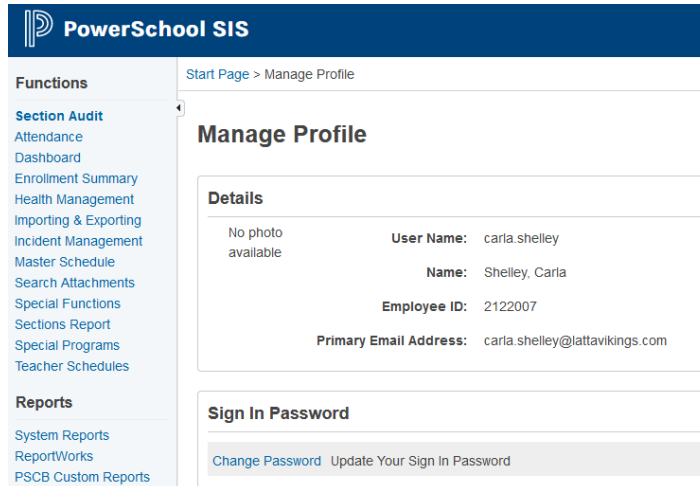
- Enter old password and then new password twice and your password is now changed
- Your Office365 account password will update to this new password at next sync. Typically less than 30 minutes.

Change Powerschool Password

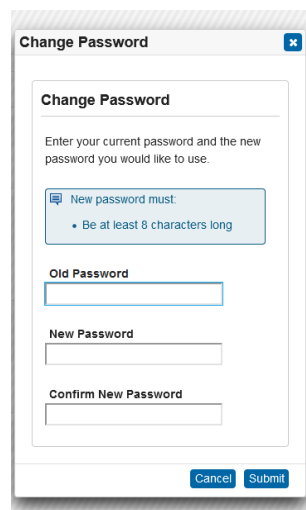
- Login to Powerschool
- Click on the round button in the upper right-hand side of the page with your initials in it. This gives you the option to “Manage Profile” and “Sign Out”.



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



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



- 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.

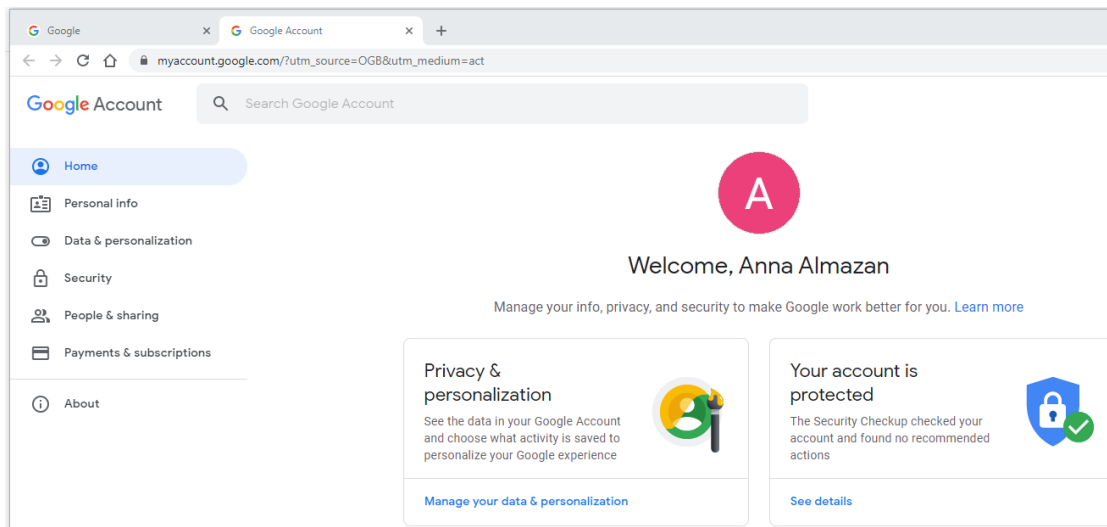
This account is managed by lattaschools.com. [Learn more](#)



Anna Almazan
anna.almazan@lattaschools.com

[Manage your Google Account](#)

- 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”.

Security

Settings and recommendations to help you keep your account secure

Your account is protected

The Security Checkup checked your account and found no recommended 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 on these devices

 Windows South Carolina, USA	<input checked="" type="checkbox"/> This device
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- 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.