

IPSD Single Sign-On: Changing Passwords

1. Changing Passwords

- a. Log into the SSO Portal
 - i. Username: *District Username*
 - ii. Password: *SSO/Google/computer password*
- b. Click the "Account" button on the left
- c. Click the "Change Password" button at the top



- d. Enter your current password and your new password twice.

2. It may take several minutes for your new password to synch between all systems.
 - a. Please log out of all programs, computers & devices.
 - b. Then log back in using your new password.
 - SSO Password will reset immediately.
 - Google Password reset can take up to 5 minutes.
 - Chromebooks may ask for new & old password in order to synch offline content.
 - Other District & application passwords can take up to 15 minutes to reset.
3. **NOTE:** For security purposes, you will be required to change your password every 60-days.