

IPSD Single Sign-On: Changing Passwords

1. Changing Passwords

- a. Log into the SSO Portal
 - i. Username: *District Username*
 - ii. Password: *Google/computer/SSO 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.
(Note the updated password policy.)

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.
3. Be sure to update your stored password in devices that your District accounts are synched with.

If you have any question, email sso-helpdesk@ipsd.org.