

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

CHANGING YOUR SASD NETWORK PASSWORD WHILE IN THE BUILDING

Purpose

This handout goes over how to change your SASD Network Password.

When should you change your password?

You should change your password immediately if someone else knows your password OR if you have had the same password for a long time.

Does this process change my GradeQuick password or my Admin Plus password or my United Streaming password, etc.?

No – this procedure only changes the password to log on to the SASD network OR the password to access your email via the web browser (see the following 2 examples)



Figure 1- Logon to SASD Network

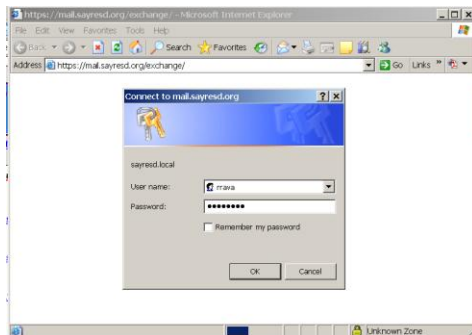
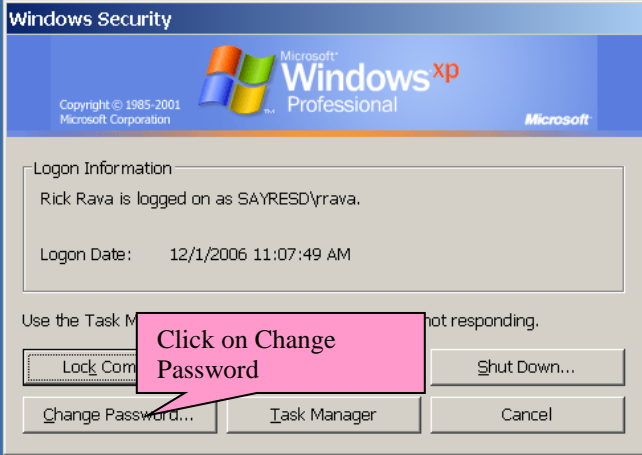


Figure 2 - Logon to SASD Outlook Email from Web Browser

How Do I Change My Password?


It's pretty easy – just log in to the SASD network & then press the CTRL-ALT-DEL keys:



The screenshot shows the Windows Security dialog box. At the top, it says "Windows Security" and "Microsoft Windows XP Professional". Below that, it says "Logon Information" and "Rick Rava is logged on as SAYRESD\rrava." and "Logon Date: 12/1/2006 11:07:49 AM". At the bottom, there are buttons for "Lock Computer", "Change Password...", "Task Manager", and "Shut Down...". A pink callout box with the text "Click on Change Password" points to the "Change Password..." button.

| Sayre Area School District | |
|----------------------------|-----------------------------|
| Host Name: | HS250E02VM1 |
| User Name: | rrava |
| Logon Domain: | SAYRESD @ SASDDC2 |
| IP Address: | 10.151.221.81 |
| Network Speed: | 1 Gb/s |
| CPU: | 3.40 GHz Intel Pentium(R) 4 |
| Memory: | 512 MB |
| OS Version: | Windows XP Service Pack 2 |
| Free Space: | C:\ 3.48 GB NTFS |

Click on Change Password



The screenshot shows the "Change Password" dialog box. It has fields for "User name:" (rrava), "Log on to:" (SAYRESD), "Old Password:" (masked with dots), "New Password:" (masked with dots), and "Confirm New" (masked with dots). There are "OK" and "Cancel" buttons at the bottom. A pink callout box with the text "Enter old password here" points to the "Old Password:" field. A green callout box with the text "Enter new password here (both boxes)" points to the "New Password:" and "Confirm New" fields.

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| Network Speed: | 1 Gb/s |
| CPU: | 3.40 GHz Intel Pentium(R) 4 |
| Memory: | 512 MB |
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Enter your current password in the Old Password field

Enter your new password in the New Password field

Enter your new password in the Confirm New field

Click on OK



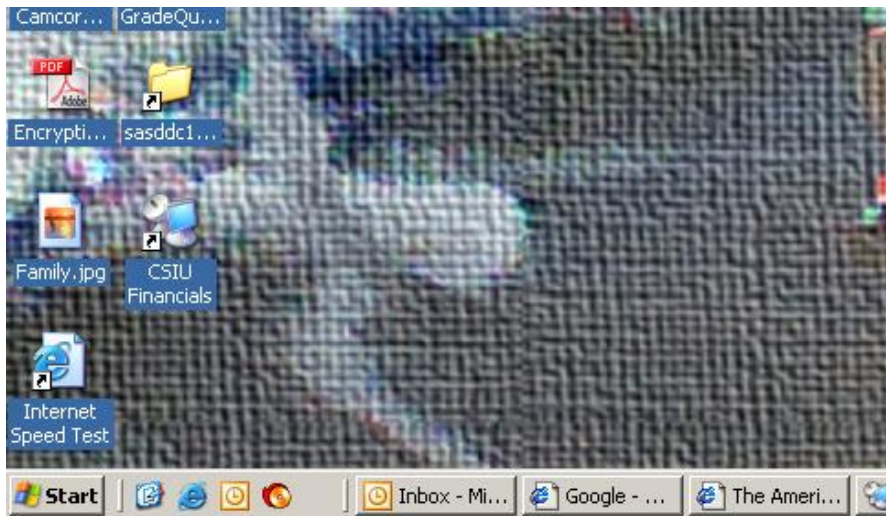
Click on OK

From now on, if you are accessing the SASD network, you will need to use your new password OR if you are accessing your email through the web browser.

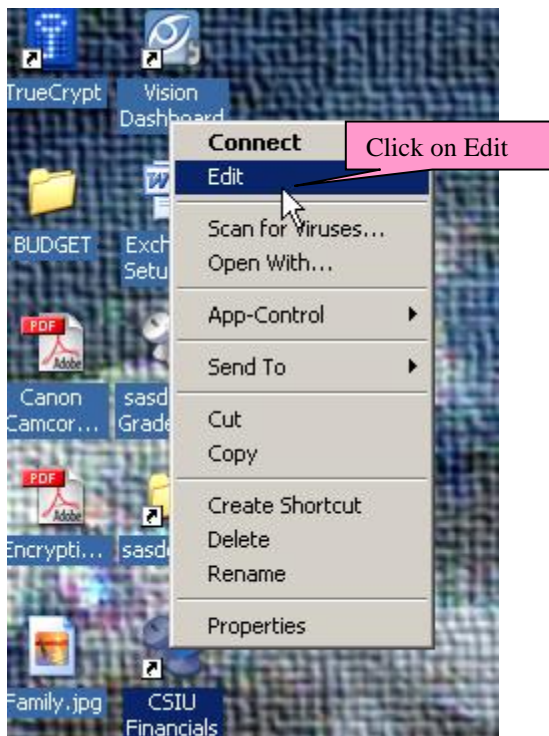
CSIU Financial Users

This part of the procedure is only for CSIU users

Once you have changed your password to the SASD network, you will need to change your CSIU RDP access password as follows:



Right-click on your CSIU Financials icon on your desktop



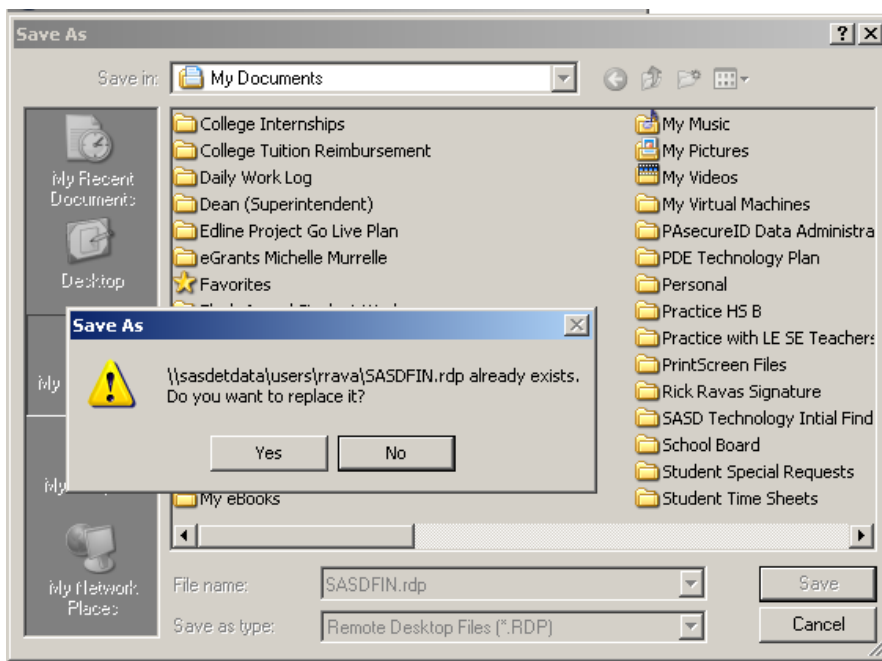
Select Edit



Change the Password to your new password

Click on the Save As button

Click on Save button



Click on Yes