<u>**CHANGE PASSWORD**</u>

Students must choose a new password for the school year and log in before they leave the library with their laptop. Deciding what the password will be before they come to get their laptop is helpful. They must **WRITE DOWN THEIR NEW PASSWORD** or **TAKE A PICTURE OF IT ON THEIR PHONE** so they have access to it if they forget it between August and Sept 6 when school starts. This year there will be a staff member that checks they have written it down or taken a picture of it before they leave the library. New passwords must be:

- 10 characters long
- No part of name or previous password
- One upper case
- One lower case
- One symbol
- One number

*If students did the Impact testing for sports in August they have already changed their password and do not need to change it again.*


<u>**INSTRUCTIONS FOR CHANGING PASSWORD:**</u> This must be done on any campus of the Lake Washington School District on a school issued laptop or other district device like a desktop computer.

1. Turn Laptop On (may need to plug in if not charged)
2. Control Alt Delete
3. Choose Other User
4. Enter student User Name in first box (s- first name initial last name, some may include more initials of first name if last name is repeated in district)
5. Enter this formula for the password (if you are new and don't know your student ID# it should be on the bottom of your laptop or on the paper you have with your classes)

**23Stu#xxxxxxx   (X's are the student ID #)**

Example if you ID # is 409888 this is your password:  **23Stu#409888**