



## Changing Your Student Account Password

A strong password is your first line of defense against intruders and imposters, and keeps your work and data safe. Please change your account password using the following steps:

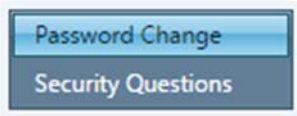
1. Using a Web browser, go to <http://myaccount.scusd.edu>
2. Click on [Update My Account Information](#) under “For Students”



3. Log in using account credentials
4. Click on the Password Management tab at the top of the screen



5. Click on the Password Change tab on the left side of the screen



6. Enter your existing password in the Current Password field

New password must meet the password policies.

Current Password



7. Enter your new password in the New Password and Confirm Password fields, then press Submit

A form with two input fields. The first field is labeled "New Password" and the second is labeled "Confirm Password". Below the fields are two buttons: "Submit" and "Cancel".

If you haven't already done so, please create security questions for your account. This will make it possible for you to recover your password if you forget it.

8. Click on the Security Questions tab on the left side of the screen



9. For security purposes, you will need to re-enter your password

A form with the heading "In order to protect your security questions, please enter your password". Below the heading is a label "Password" and a text input field containing eight dots. Below the input field is a "Submit" button.

10. For each security question, select a question and provide a response

A form titled "Security Questions" with a sub-heading "Security Question Setup". It contains three identical rows. Each row starts with a dropdown menu labeled "Please select a security question", followed by a text input field. At the bottom of the form are "Submit" and "Cancel" buttons.

11. Press submit



## Secure Password Tips

- Never give out your password to anyone (except your parents or teachers). Never give it to friends, even if they're really good friends.
- Don't just use one password. If someone learns that password, they can use it to break into your accounts at other sites.
- Create passwords that are easy for you to remember but hard for others to guess. When possible, use a phrase such as "I started kindergarten at Pacific in 2004" and use the initial of each word like this: "IskaPi2004."
- Make the password at least 8 characters long. The longer the better. Longer passwords are harder for thieves to crack.
- Include numbers, capital letters and symbols. Consider using a \$ instead of an S or a 1 instead of an L, or including an & or % – but note that \$1ngle is NOT a good password. Password thieves are onto this. But Mf\$1avng (short for "My friend Sam is a very nice guy) is an excellent password.

Some contents adapted from [connectsafely.org](http://connectsafely.org)