

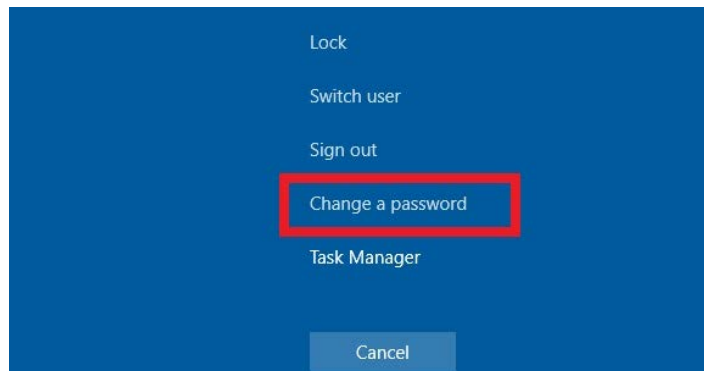
Changing your District / Email Password

Must be performed on a computer in District

1. Press the **CTRL**, **ALT** and **DEL** keys on your key board.




2. Select the ***Change a password*** option.



3. Enter your current password in the ***Old Password*** field.



4. Enter your new password in both the **New Password** and **Confirm Password** fields and then press the **Enter**  key on your keyboard.



The image shows a 'Change a password' form with the following fields:

- Username field: CISD\username
- Old password field: Old password
- New Password field: Type New Password Here
- Confirm Password field: Type New Password Here →

The two new password fields are highlighted with a red border.

If you still require assistance, please open a help
Desk Ticket

<http://helprequest.centralislip.k12.ny.us/helprequest>