

# HOW TO CHANGE MY PASSWORD

PERFORMING THIS ACTION WILL NOT CHANGE OR UPDATE AN ASSIGNED MACBOOK AIR DEVICE PASSWORD



## EPISD ONELOGIN DASHBOARD

SELECT PROFILE

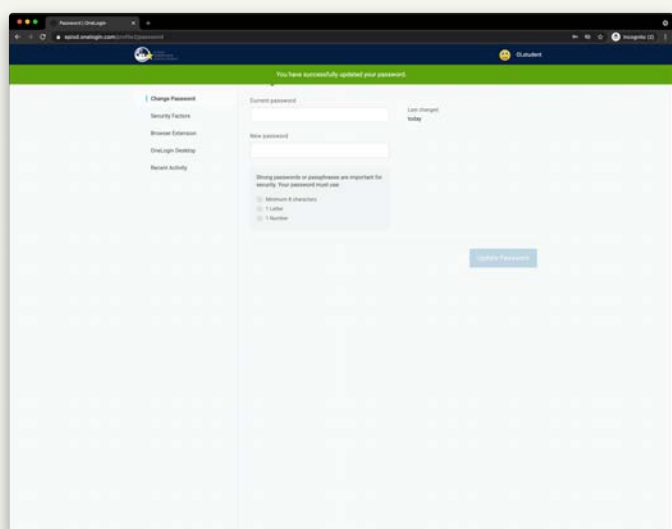
Navigate to your name located in the upper right-hand side of the screen within the dashboard and click on your name and select *Profile*.



## CHANGE PASSWORD

UPDATING YOUR EPISD PASSWORD

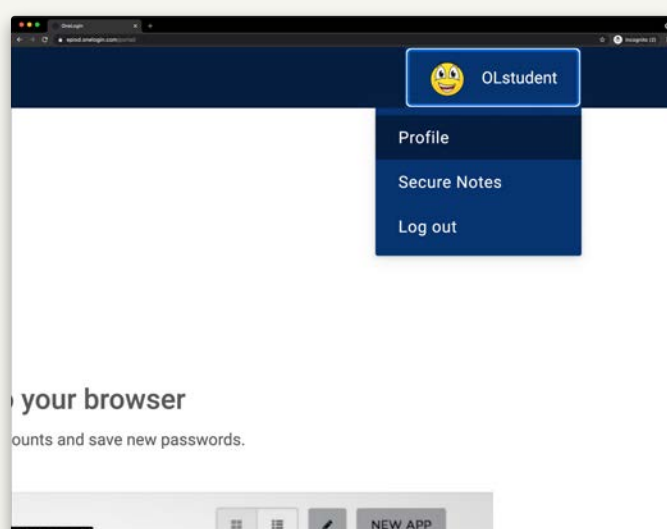
In this section, please be sure to read and follow the requirements. You must receive all **GREEN** check marks to update password. Click *Update Password*



## TO GET STARTED

OPEN A WEB BROWSER

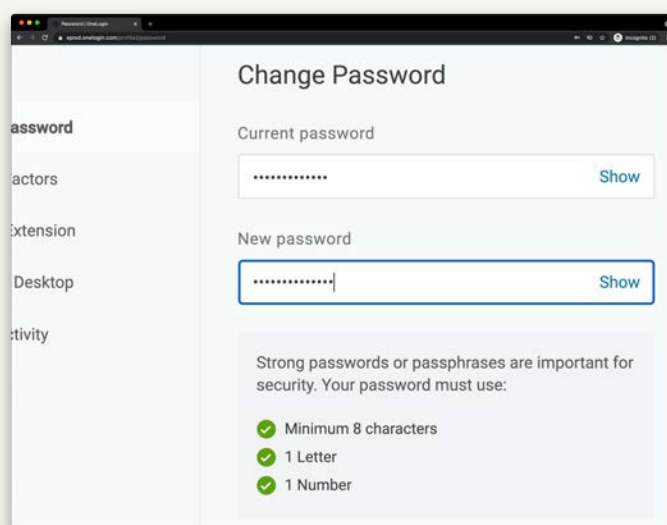
Go to <https://episd.onelogin.com>  
This is the EPISD OneLogin homepage. Login with your EPISD Username and Password.



## USER PROFILE PAGE

CLICK ON CHANGE PASSWORD

This is your personal user profile page. Navigate to the change password on the left-hand side of the screen and click on *Change Password*.



## SUCCESSFUL

PASSWORD UPDATED

You should see a **GREEN** highlighted message flash at the top of the screen and will disappear after a couple of seconds "Your password has been updated" You can now login with your new password.

If you see a **RED** highlighted message

- Do not try and use any previous passwords and try again.
- Contact the Help Desk at 230-2601 if you need assistance.