

Modesto City Schools

SECURITY NOW

SECRETS

TO KEEP:

how to
change
your
password

How to create a secure password:

- ✓ At least 8 characters long
- ✓ Use upper case (A) and lower case (a) letter combinations
- ✓ Use numbers... 1, 2, 3, 4
- ✓ Use symbols \$ * ! #
- ✓ Try to recreate a word you can remember in a creative way such as "password" could be "pA\$\$wØRd1*"
- ✓ DO NOT use any part of your first name or last name in your password

Resource web links:

> How to Create Secure Passwords

bit.ly/createsecurepassword

HOW TO CHANGE YOUR MCS COMPUTER ACCOUNT PASSWORD

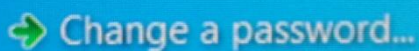
All MCS students have to change their login passwords once a year (every 365 days). You **MUST** change your MCS password from a district computer, you cannot change it from home, a Chromebook, or mobile device or tablet.

1. Log onto your MCS Workstation Computer as usual and let the computer start up.

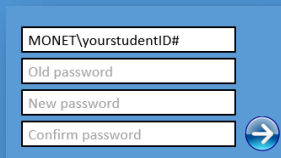
2. Press the following three keys together on the keyboard:



3. With the left mouse button click once on:

A blue rectangular button with a green arrow pointing to the right and the text "Change a password..." in white.

4. With the left mouse button click once in the text box for Old password and type your current password you use to log onto your MCS Workstation Computer. Then click with your mouse in the New password text box and type in your new password. You will have to type the new password one more time in the Confirm password text box. Then click the round blue arrow button.

A screenshot of a password change form. It has four text input fields: "MONET\yourstudentID#", "Old password", "New password", and "Confirm password". To the right of the "Confirm password" field is a blue circular button with a white right-pointing arrow.

5. You will then get a message that your password has been changed. Click the OK button and you are finished!

**NEVER GIVE YOUR MCS USERNAME OR PASSWORD TO ANYONE!
IF SOMEONE REQUESTS YOUR PASSWORD IT IS A SCAM.**

CHROMEBOOKS CANNOT be used to reset passwords. A Chromebook WiFi reset will need to be done by student after their password is changed.

Go here to see how: <http://bit.ly/wifiresetchromebook>