

PowerSchool Password Change (2 Methods)

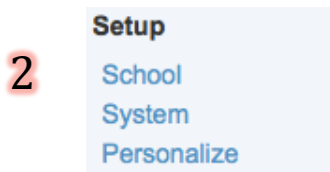
username;password Everything **AFTER** the “;” is your password

Method 1 – Prior to being prompted – *Read only users do not have this option*

Step 1 – Log into PowerSchool (powerschool.pgsd.org/admin)

Step 2 – Select Personalize from the left Navigation menu

Step 3 – Select Change Password from the Personalize Menu

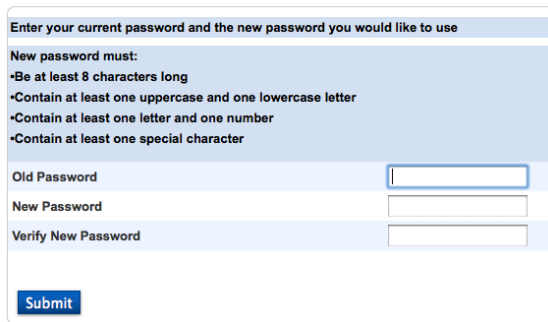


Personalize - Kakareka, Jacque

Function	Description
Change password	Change current password to a new one.
Default sign in page	Sets the default sign in page.
Initial student screen	Sets the initial student screen.
Interface	Sets interface options.

Step 4 – Enter your current password in the old password field then the new password that you would like to change to in the New & Verify fields. **Submit**
Remember password is the portion **AFTER** the “;”

Personalize - Change Password



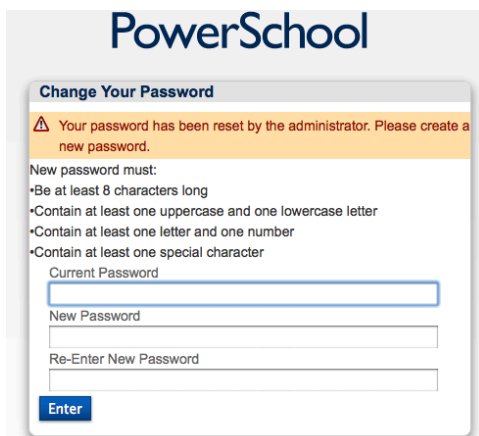
A screenshot of the 'Personalize - Change Password' form. The form has a title bar that says 'Enter your current password and the new password you would like to use'. Below the title bar, there are instructions for the new password: 'New password must: •Be at least 8 characters long •Contain at least one uppercase and one lowercase letter •Contain at least one letter and one number •Contain at least one special character'. There are three input fields: 'Old Password', 'New Password', and 'Verify New Password'. A blue 'Submit' button is at the bottom left. A red number '4' is overlaid on the right side of the form.

Example

Login – jkakareka;Abc123#
Old Password Abc123##
New Password aBc123\$\$
Verify Password aBc123\$\$

Method 2 – PowerSchool prompts for a change

If you need to change your password you will see a screen similar to the following upon logging in.



A screenshot of the 'Change Your Password' form. The form has a title bar that says 'Change Your Password'. Below the title bar, there is a warning message: 'Your password has been reset by the administrator. Please create a new password.' Below the warning, there are instructions for the new password: 'New password must: •Be at least 8 characters long •Contain at least one uppercase and one lowercase letter •Contain at least one letter and one number •Contain at least one special character'. There are three input fields: 'Current Password', 'New Password', and 'Re-Enter New Password'. A blue 'Enter' button is at the bottom left.

- Enter your current password
- In the new password and Re-Enter fields type the password you want to change.
- **Submit**

Example

Login – jkakareka;Abc123#
Old Password Abc123##
New Password aBc123\$\$
Verify Password aBc123\$\$