

Password Change in PowerSchool (Administrative Users)

In order to ensure the security of staff and student information within PowerSchool, all users must change their password every 90 days. To change your password within PowerSchool, complete the following steps:

1. Login to PowerSchool: <https://ps.scsk12.org/admin> by entering your username then a semi-colon (;) and then your password.

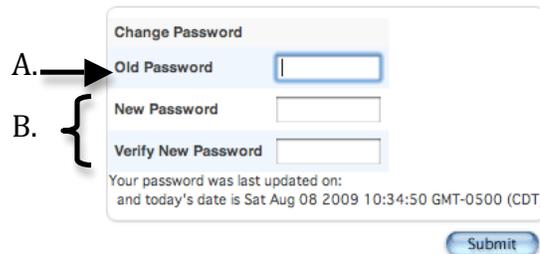


The image shows the PowerSchool login interface. At the top, the word "PowerSchool" is displayed in a blue, sans-serif font. Below the logo is a large, empty text input field for the username. Underneath the input field, the date and time "8/11/2009 11:08 AM" and the version number "6.0.0" are displayed. At the bottom right of the input field area is a blue button labeled "Enter".

2. The initial page of PowerSchool is the **Daily Bulletin**. Click the PowerSchool link in the navigation bar to be re-directed to the home page.

PowerSchool

3. If your password has expired you will be re-directed to the change password page,

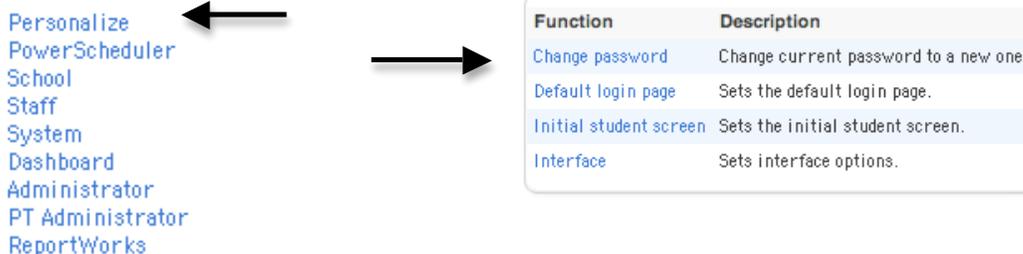


The image shows the "Change Password" form. It has three input fields: "Old Password", "New Password", and "Verify New Password". An arrow labeled "A." points to the "Old Password" field. A bracket labeled "B." encompasses the "New Password" and "Verify New Password" fields. Below the fields, there is a message: "Your password was last updated on: and today's date is Sat Aug 08 2009 10:34:50 GMT-0500 (CDT)". At the bottom right is a blue button labeled "Submit".

- A. Enter your previous password as the Old Password.
 - B. Enter your new password twice. Remember the password must contain both letters and numbers and be at least eight characters in length.
4. If you are changing your password prior to the expiration date, select **Personalize** from the **Setup menu** on the left, then choose **Change Password** and follow the directions outlined in step 3.

Setup

Personalize
PowerScheduler
School
Staff
System
Dashboard
Administrator
PT Administrator
ReportWorks



The diagram shows a horizontal arrow pointing from the "Personalize" option in the Setup menu to the "Change password" function in the table below.

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