

# State of South Dakota K-12 Data Center



## Frequently Asked Questions - FAQ 233

Categories: E-learning (Blackboard Learn), E-mail Client/Outlook, E-mail Web Interface, General / Misc, Security

### FAQ 233

#### Question:

**How do I change my State K-12 password?**

#### Answer:

Password requirements for the State of South Dakota K-12 E-mail System include the following:

- Must be at least eight characters in length
- Must not contain your User ID, first name, or last name
- Must contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphanumeric characters (e.g., !, \$, #, %)

Complexity requirements are enforced when passwords are changed.

For more information, please see FAQ 426

If you are a Technical Coordinator and need to reset a password for a user in your school district, please see FAQ 591

1. Log into the members site.
2. Under **Account Overview**, click on the **Change your password** link.

#### **Account Overview:**

K-12 User ID:	TY003
Name:	Tony Young
School City:	Madison, SD
School District:	Demo ( <a href="http://www.k12.sd.us">http://www.k12.sd.us</a> )
Password Last Changed:	11/10/2010 9:28:21 AM <a href="#">(Change your password)</a>

3. Type your old password in the Old Password text box, type your new password in the New Password text box, then re-type your new password in the Confirm New Password text box.

4. Click the **Submit** button to change your password.
5. It may take up to 15 minutes for your new password to take effect. **Be sure to record your new password, and do not forget it.**