

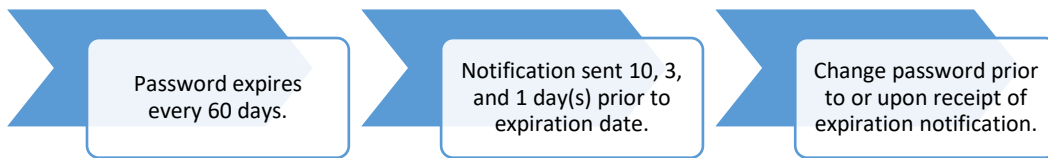


Password Management – Your Network Account

Our systems require the use of a username and password to access the various applications within the District (i.e. FOCUS, Data Warehouse, Web Access, AS-400 TERMS, CANVAS, CCPS Portal, etc.). You would use your network username and password for everything except for EZ-Stub. Your password is unique to you and should be kept secret. DO NOT share your username and password or login for others. All student and staff have their own login to access the network.

Changing Your Password:

You will need to access the Self-Service Password Reset application to change your password.



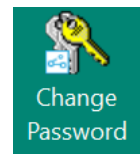
Reminders:

- Immediately change your password anytime it has been reset.
- You cannot reuse passwords (at least not the last 10).
- Your password is case-sensitive.

Accessing UserApp (Self-Service Password Reset):

While logged onto a CCPS Computer:

1. Double-click the Change Password icon (the yellow set of keys) on the desktop.



OR

From a personal computer:

1. Access the District website. www.collierschools.com
2. Click Staff tab (purple tab in the upper right corner).
3. Click the Change Password icon.
4. The Self-Service Password Reset login page will display.
5. Enter your current network username and password.

This would be the username and password you use to log-on to a CCPS computer.

6. Click Login.



The screenshot shows the CCPS website navigation. A red arrow points to the 'STAFF' tab in the top navigation bar. Below the navigation bar, the 'Change Network Password' icon is highlighted with a red box. A large orange arrow points from this icon to the 'Self Service Password Reset' login page. The login page has a blue header and contains the following fields:

- Please Sign in
- User Name
- Password
- Sign in

At the bottom of the page, it says: "If you have forgotten your password or have any other concerns, please call The CCPS Help Desk @ 377-0445."



Password Management – Your Network Account

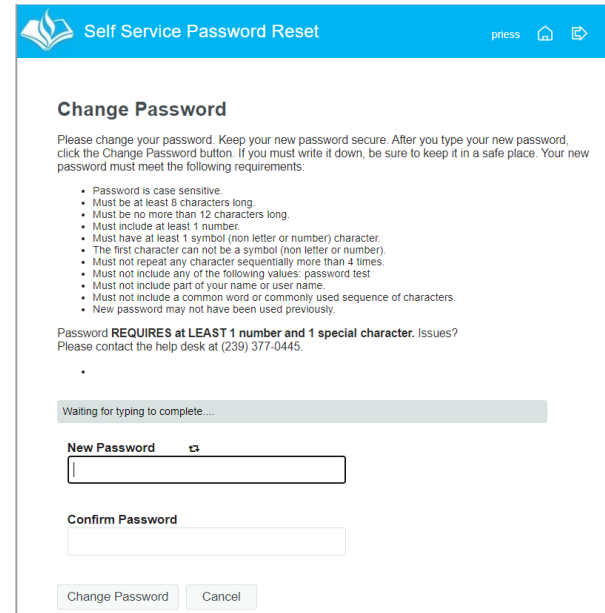
Changing your Password?

While logged into Self-Service Password Reset:

1. The change password screen will appear.
2. Enter your New Password in the 'New Password' field.
3. Confirm your password by retying it in the 'Confirm Password' field.
4. Click Change Password.

Password Criteria:

Minimum:	8 characters
Maximum:	12 characters
Required:	<ul style="list-style-type: none"> • One number (cannot be the first character of your password). • One special character ((! @ # \$ % ^ & * () + - / _ ~)); cannot be the first character of your password.
History:	New password may not have been used previously.
Must Not:	<ul style="list-style-type: none"> • Repeat any character sequentially more than 4 times. • Include any of the following values: password test • Include part of your name or user name. • Include a common word or commonly used sequence of characters.



The screenshot shows the 'Self Service Password Reset' page. The main heading is 'Change Password'. Below the heading, there is a paragraph of instructions: 'Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements.' This is followed by a bulleted list of requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must be no more than 12 characters long.
- Must include at least 1 number.
- Must have at least 1 symbol (non letter or number) character.
- The first character can not be a symbol (non letter or number).
- Must not repeat any character sequentially more than 4 times.
- Must not include any of the following values: password test
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.
- New password may not have been used previously.

 Below the list, there is a note: 'Password **REQUIRES at LEAST 1 number and 1 special character.** Issues? Please contact the help desk at (239) 377-0445.' The form contains two input fields: 'New Password' and 'Confirm Password'. A 'Change Password' button and a 'Cancel' button are at the bottom. A status bar at the top indicates 'Waiting for typing to complete...'.

Forgot your Password?

Currently you are unable to reset your own password. Email helpdesk@collierschools.com to request a password reset. For verification purposes, please be prepared to provide your network username, employee ID number, and DOB.