

Changing Your Password in Skyward EA

To **change** your password in Skyward Educator Access, follow these simple steps:



1. Click on **Skyward WEB Student icon** in your Novell Delivered Applications window.
2. *If you get the Certificate Error page, click the link that says, "Continue to this website."*
3. Select the **Change Password link**.



4. Enter your **login** and **current password**.
5. Click **Submit**.

Enter the information requested below to access your account information.

A form titled 'Current Login:' with two input fields: 'Enter Login:' containing 'ljones' and 'Current Password:' containing seven dots. Below the fields are 'Back' and 'Submit' buttons.

6. On the Account Information screen, verify that your school email address is correct. *(It is not caps sensitive.)*
7. **Enter** and **retype** your new password.
8. Click **Save**.

The 'Account Information Screen' is divided into two sections. The top section, 'Contact Information:', shows the user's name 'LORI JONES' and email 'LJONES@ems-isd.net'. A red arrow points to the email field, and a callout box asks 'Is this correct?'. 'Save' and 'Cancel' buttons are on the right. The bottom section, 'Login Information:', shows 'Current Login: ljones' and two input fields for 'New Password:' and 'Retype New Password:', which are highlighted with a red box. Below these are password requirements: 'Number of Special Characters Required: 0', 'Minimum Password Length: 4', and 'Number of Passwords Before Reuse: 0'. At the bottom, it says 'Name Used As: SECURITY USER STAFF'.