Google, Gmail & Network Password Reset

FACULTY INSTRUCTIONS - CHANGING MY PASSWORD FROM A DISTRICT COMPUTER *(Windows Only)*

Google/Gmail passwords were inadvertently reset over the summer. Please follow the steps below regardless of whether or not you have already changed your password from home over the summer in Google.

1. Log into a district PC (running Windows - not a Mac) on our network using the password that you used during the 2015-16 school year. *If you do not remember that password or if it does not work, please see someone in the Technology Department.*
2. Once logged in, on your keyboard, press Ctrl-Alt-Delete (all at once). You will be prompted with 4 different options. Click on the "Change Password" option. *This is where you will change your password that will become both your computer/network password as well as your Google/Gmail password. Passwords must be at least 8 characters long and must have a capital letter, number and/or a symbol (@, #, $, %, &, etc).*
3. When prompted, type in your current password once and then your newly created password twice.
4. This will now be your new password for both the Network and Gmail.

Google, Gmail & Network Password Reset

FACULTY INSTRUCTIONS - CHANGING MY PASSWORD FROM AN IPAD FROM WITHIN THE DISTRICT (or another in district device connected to our network)

Google/Gmail passwords were inadvertently reset over the summer. Please follow the steps below regardless of whether or not you have already changed your password from home over the summer in Google.

1. From your iPad, open Safari and go to http://pwdreset.rsd.rsd/passwordreset
2. Read the message and then click on the green "Change Password" link.

3. Click "Next" to submit your password change. This will now be your new password for both the Network and Gmail.

** YOU MUST DO THIS FROM WITHIN OUR DISTRICT. THIS WILL NOT WORK FROM HOME.