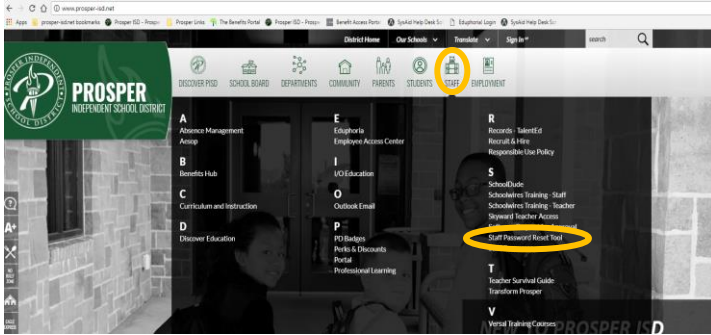


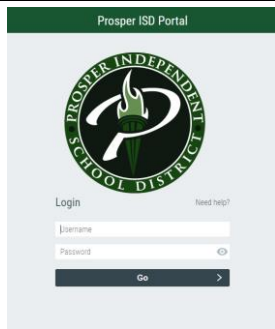


# Change your Existing Password

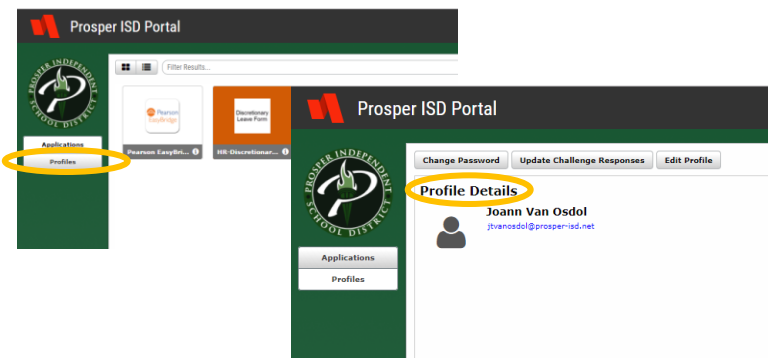
This is when you know your current password and want to change it. Password changes are required every 180 days.



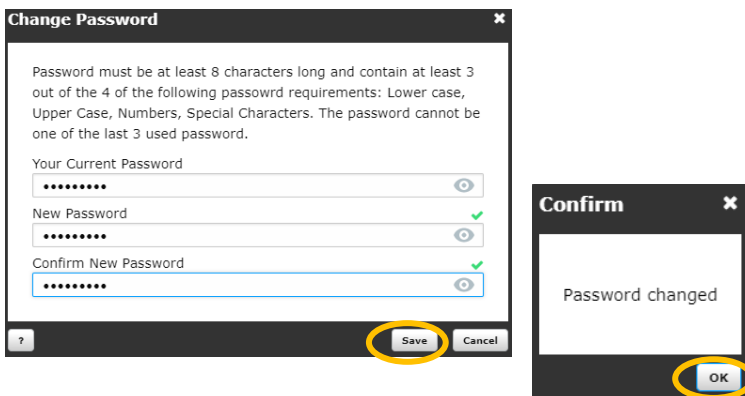
1. Go to the **Staff** menu on the Prosper ISD website.
2. Click on the **Staff Password Reset Tool**.



3. Enter your **current** user and password.
4. Click **Go**.



5. On the Prosper ISD Portal screen, click on **Profiles**.
6. Click on the **Change Password** tab.



7. Enter your **current** password.
8. Then enter your **new** password in twice. Click on **Save**.
9. Click on **OK** to confirm your new password.
10. **Logout** (top right part of screen.)
11. Close the browser window.

Please call the Helpdesk at 14101 if you have any questions.