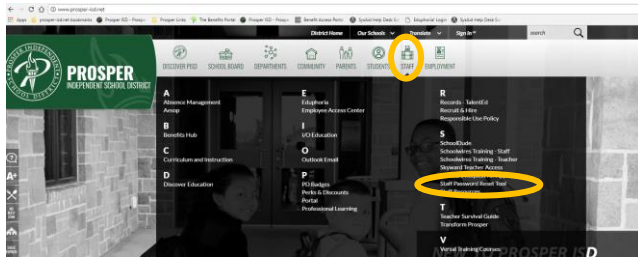


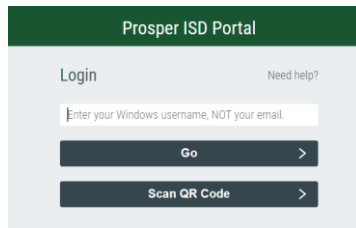


# Change your Password

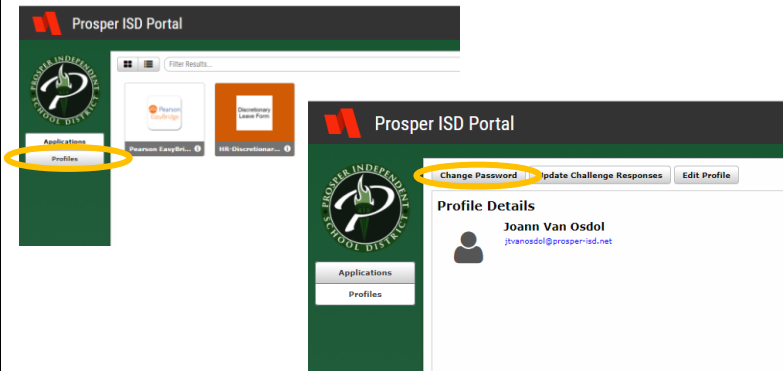
(This is when you know your current password and want to change it.)



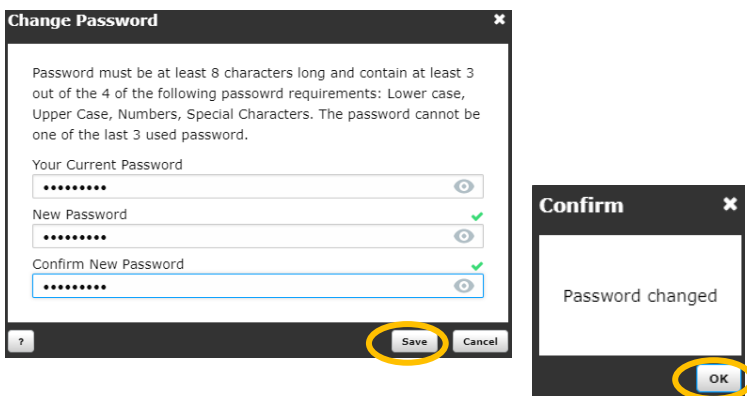
1. Go to the **Staff** menu on the Prosper ISD website.
2. Click on the **Staff Password Reset Tool**.



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.  
(Remember the new password must be at least 8 characters long and contain 3 out of the 4 of the following password requirements: Lower Case, Upper Case, Numbers, Special Characters. It cannot be one of the three past used password.)
9. Click on **Save**.
10. Click on **OK** to confirm your new password.
11. **Logout** (top right part of screen.)
12. Close the browser window.