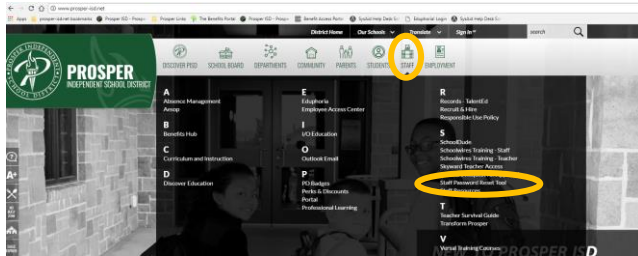


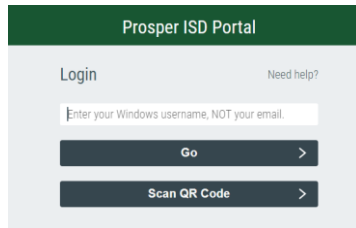


Set up Challenge Questions to Reset your Password

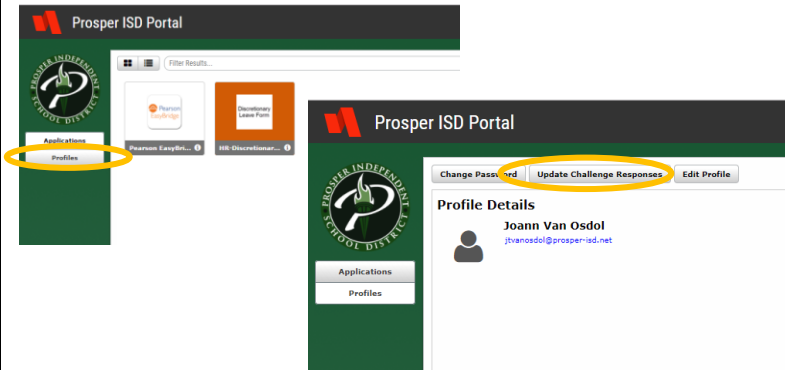
(This is preparation when you do not remember your current password and need to change it.)



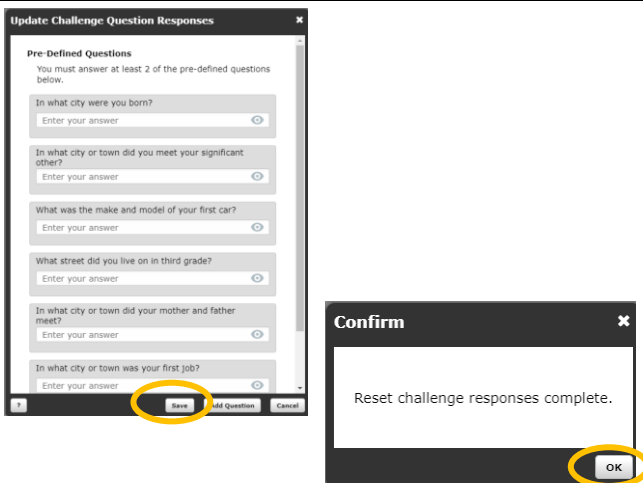
1. Go to the **Staff** menu on the Prosper ISD website.
2. Click on the **Staff Password Reset Tool**.



3. Enter your **current** username. Click on **Go**.
4. Enter your password. Click **Go**.
If this is your first time logging in, go to step 7.



5. On the Prosper ISD Portal screen, click on **Profiles**.
6. Click on the **Update Challenge Responses** tab.



7. Enter the responses to **two** questions and **SAVE**.
8. There is also an option **Add Questions** to add a custom security question if you wish.
9. Click **OK**

With these questions set up, you can now reset your password even if you don't remember your password..