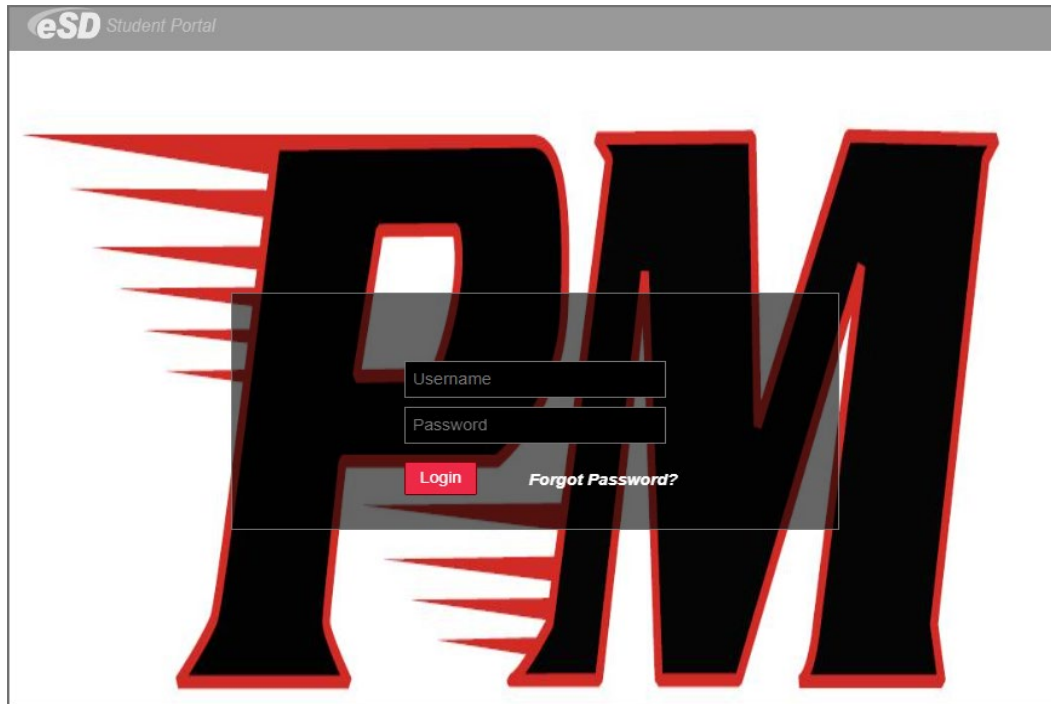
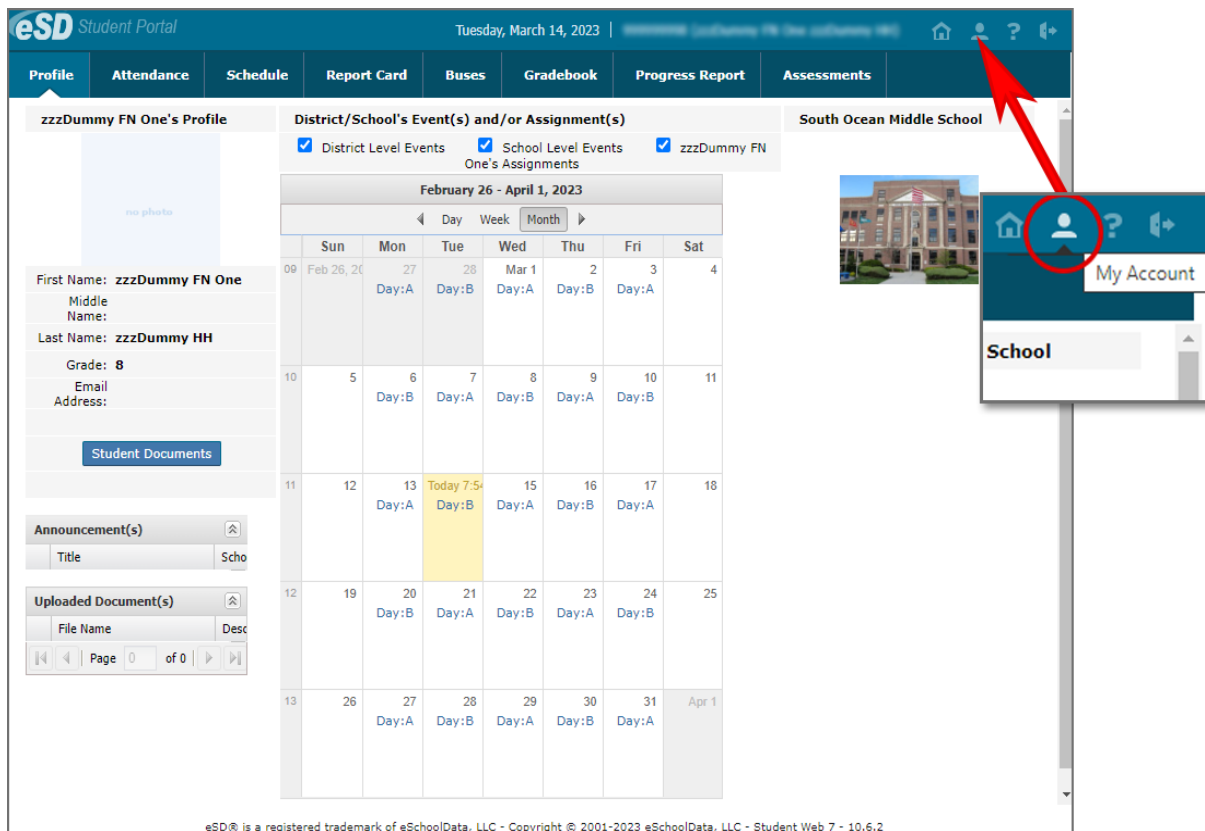


# Resetting a Student Portal Account Password

**Step 1:** Log into the portal account



**Step 2:** Once logged, in look for the **icon of a person** on the top right of the window and click on it.



South Ocean Middle School

February 26 - April 1, 2023

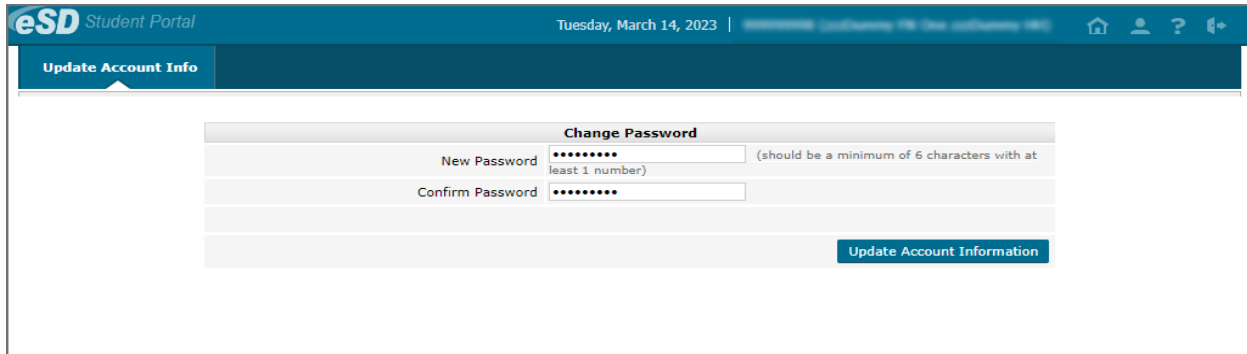
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00	Feb 26, 2023	27 Day:A	28 Day:B	Mar 1 Day:A	2 Day:B	3 Day:A	4
10	5	6 Day:B	7 Day:A	8 Day:B	9 Day:A	10 Day:B	11
11	12	13 Day:A	Today 7:5 Day:B	15 Day:A	16 Day:B	17 Day:A	18
12	19	20 Day:B	21 Day:A	22 Day:B	23 Day:A	24 Day:B	25
13	26	27 Day:A	28 Day:B	29 Day:A	30 Day:B	31 Day:A	Apr 1

My Account

School

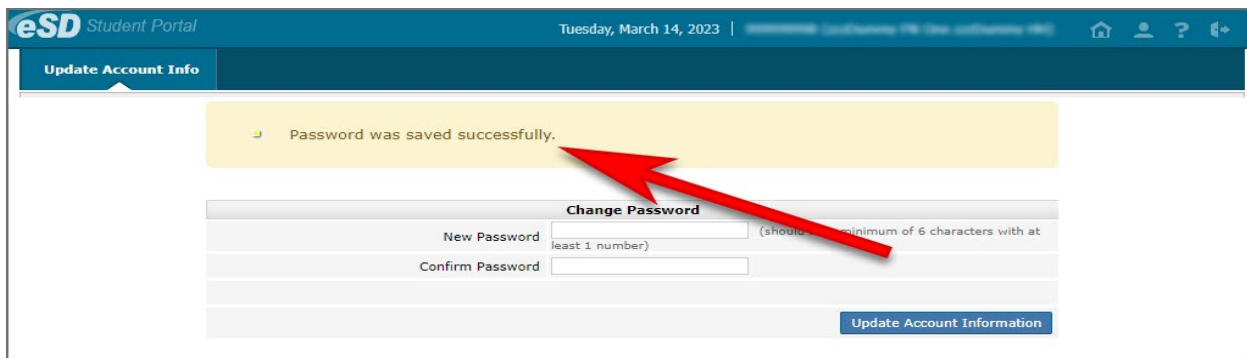
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**Step 3:** The next screen will prompt you to enter a **new password** then click the **“Update Account Information”** button. Please note: when choosing a new password pick one which will be easy for you to remember, but that others will not guess, or make note of the password in case you forget it. You may use a mix of letters, numbers, and special characters (such as: **!@#?-/**). **Do not use your student ID as your password.**



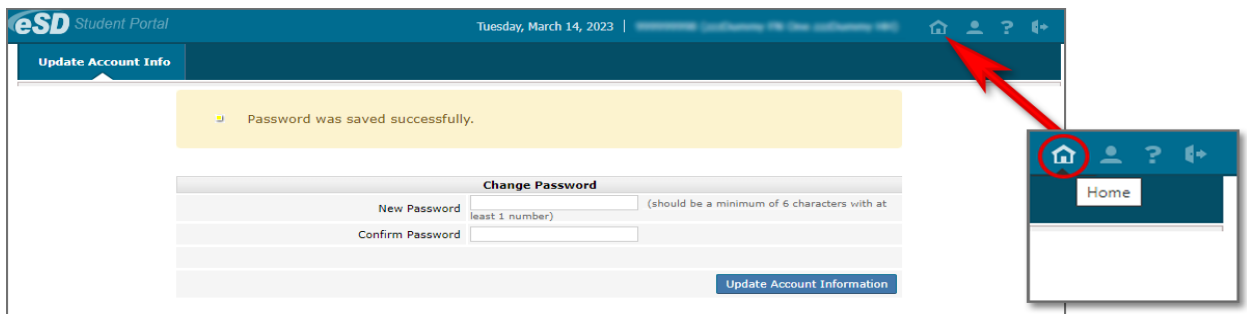
The screenshot shows the 'eSD Student Portal' interface. At the top, it says 'Tuesday, March 14, 2023'. Below the header is a navigation bar with 'Update Account Info' selected. The main content area features a 'Change Password' form with two input fields: 'New Password' and 'Confirm Password'. The 'New Password' field has a placeholder text '(should be a minimum of 6 characters with at least 1 number)'. A blue button labeled 'Update Account Information' is positioned at the bottom right of the form.

After changing your password you will see **confirmation** that the new password has been saved:



This screenshot shows the same 'Update Account Info' page as the previous one, but with a yellow confirmation message at the top: 'Password was saved successfully.' A red arrow points from this message down to the 'Update Account Information' button. The 'Change Password' form is still visible below the message.

**Step 4:** Click on the **Home icon** on the top right of your screen.



This screenshot shows the 'Update Account Info' page with the confirmation message. A red arrow points from the top right navigation bar to a callout box. The callout box shows a close-up of the navigation bar icons: a home icon (a house symbol), a user icon, a question mark, and a plus sign. The word 'Home' is written below the home icon.