## **Reset your District Password**

## Your District password includes but is not restricted to; your Windows logon, Aeries, Google account.

**IF** you are already logged onto the District network and are **proactively changing** your password or responding to a prompt to change it before it expires:

- 1. Point a **Web Browser** to, <u>https://passwordreset.sbcusd.com</u>
- 2. Click on Change password
- 3. Enter your username, e.g. johntorrez
- 1. Enter your current password and click on the Next button
- 4. Enter a new password, and reenter/confirm the password
- 5. Click on the Change button and click on the OK button
- 6. SEE NOTE BELOW



**IF** your password **expired**, or you **forgot** your password, or If you're **locked out** due to repeated failed password attempts:

- 2. Locate a computer which is currently logged onto the District network (a colleague's computer)
- 3. Point a Web Browser to, https://passwordreset.sbcusd.com
- 4. Click on Forgot my password
- 5. Enter your username, e.g. johntorrez and click on the Next button
- 6. Enter the last 4 digits of you SS# and click on Next
- 7. Enter your staff ID# and click on Next
- 8. Choose whether you're resetting your password OR whether you're unlocking your account, and:

Unlock My Account

• Choose Unlock my account and click on OK

Resetting My Password

- Choose Reset my password and click on Next
- Enter a new password, and reenter/confirm the password
- Click on Reset
- 9. SEE NOTE BELOW

**NOTE!** If you change your District password and **you are running a MAC and or you have mobile devices which are tethered to the District network** (connected to District Wi-Fi and or connected to your District email), you must reset your passwords for those apps on the device(s), as it will continue to attempt to connect to the Wi-Fi and or your email account with the old password, fail, and lock you out.

HOW TO:

IOS (iPhone & iPad) Wi-Fi Password Reset | Android Device Wi-Fi Password Reset

## Wi-Fi Password Reset for IOS (iPhone & iPad) Devices

- 1. At the Home screen tap the Settings icon
- 2. Tap the Wi-Fi icon to the left of SBCUSD
- 3. Tap Forget



Forget Wi-Fi Network "SBCUSD" ?			
Your iPad will n Wi-Fi r	o longer join this network.		
Cancel	Forget		

4. Under CHOOSE A NETWORK... tap **SBCUSD** 

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- Enter your Username (Example: sbc-district\johntorrez)
- 6. Enter your District password and tap Join

Enter the password for "SBCUSD"					
Cancel	Enter Password	Join			
Username					
Password					



7. Tap **Trust** 

## Wi-Fi Password Reset for Android Devices

(step action varies depending on device maker and Android version)

- 1. At the **Home** screen tap the **Apps** icon
- 2. Inside Apps tap the **Settings** icon
- 3. Tap the Wi-Fi icon
- 4. Tap **SBCUSD**
- 5. Tap FORGET
- 6. Tap **SBCUSD** and set the **Phase 2 Authentication** field to: **MSCHAPV2**
- 7. In the **Identity** field, enter your district username (Example: johntorrez)
- 8. In the Password field enter your District password
- 9. Tap **Connect**

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CONNECT

CANCEL