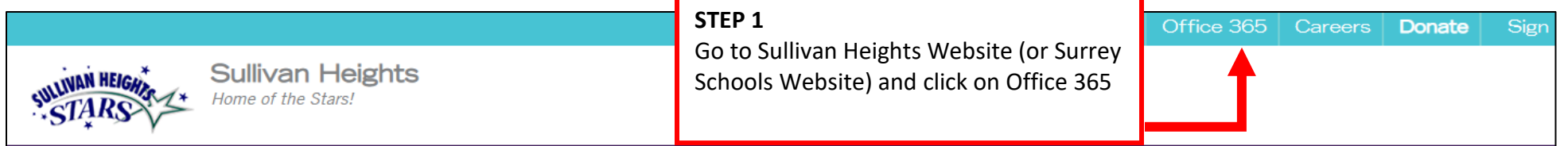


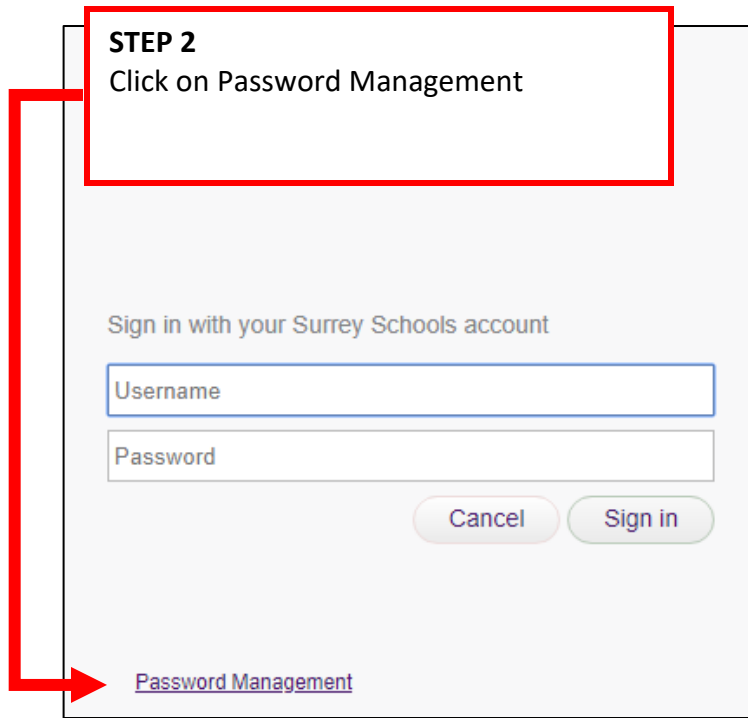
Changing Your Surrey Schools Password

STEP 1
Go to Sullivan Heights Website (or Surrey Schools Website) and click on Office 365



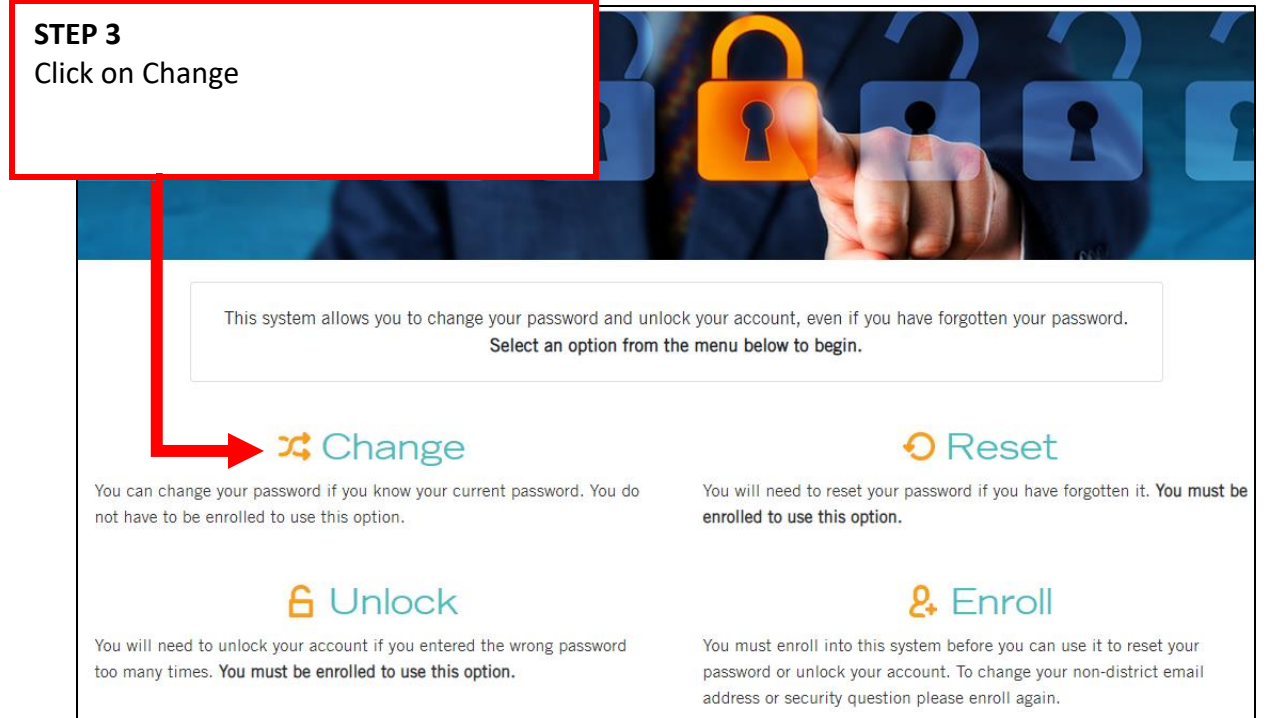
The screenshot shows the top navigation bar of the Sullivan Heights website. The logo on the left reads 'SULLIVAN HEIGHTS STARS Home of the Stars!'. On the right, there are links for 'Office 365', 'Careers', 'Donate', and 'Sign'. A red box highlights the 'Office 365' link, with a red arrow pointing to it from the step instruction.

STEP 2
Click on Password Management



The screenshot shows a sign-in form with fields for 'Username' and 'Password', and buttons for 'Cancel' and 'Sign in'. Below the form is a link for 'Password Management'. A red box highlights the 'Password Management' link, with a red arrow pointing to it from the step instruction.

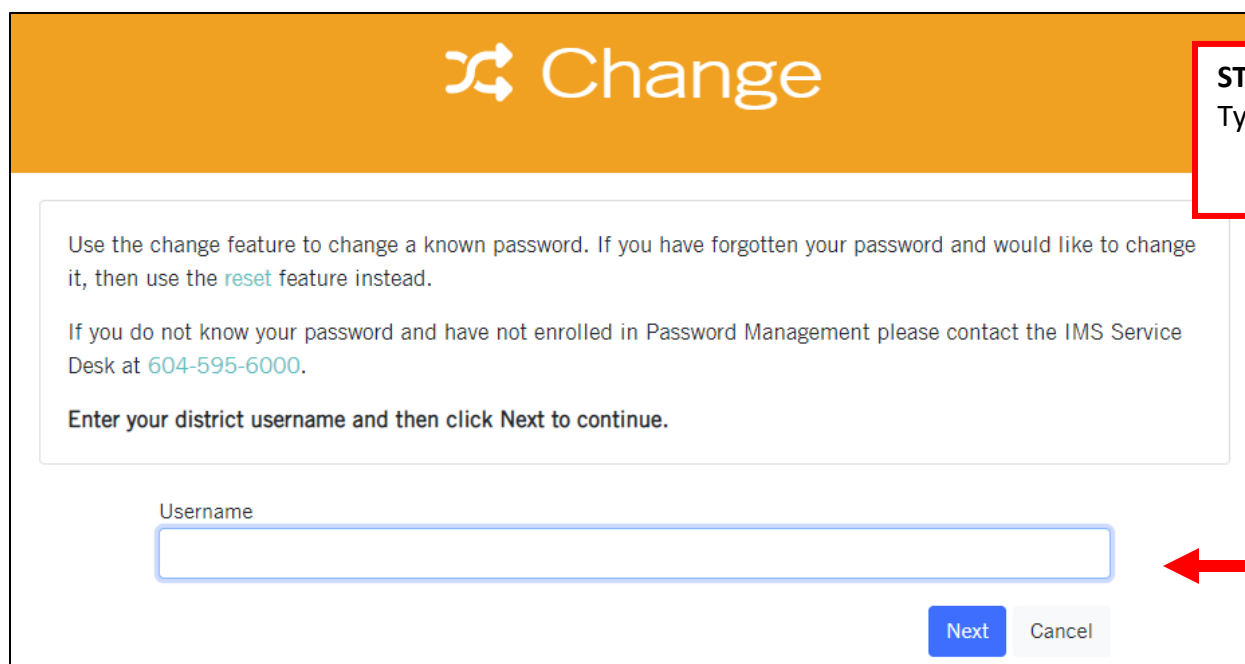
STEP 3
Click on Change



The screenshot shows four options: 'Change', 'Reset', 'Unlock', and 'Enroll'. Each option has a brief description. The 'Change' option is highlighted with a red box and a red arrow pointing to it from the step instruction.

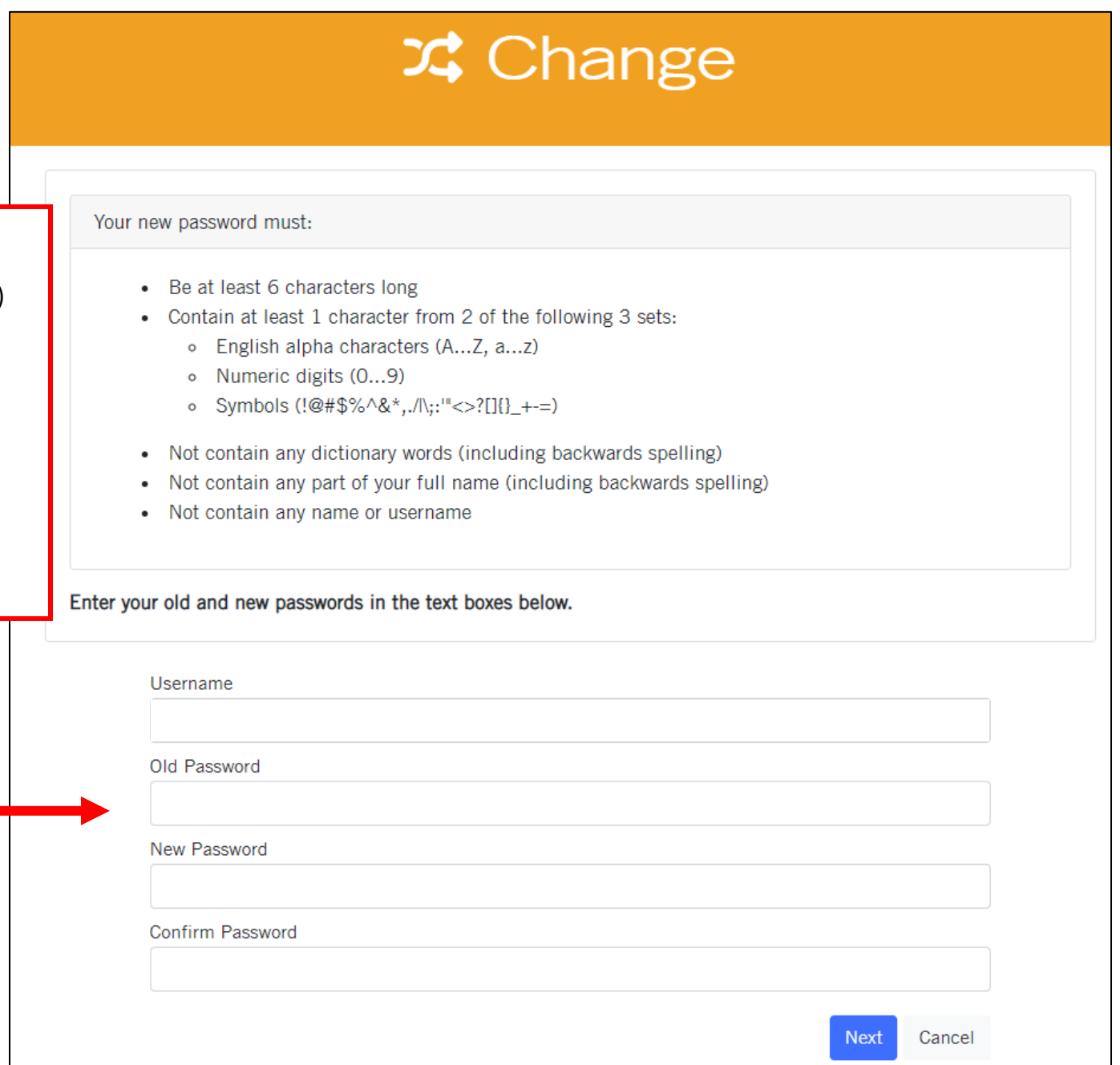
- Change**: You can change your password if you know your current password. You do not have to be enrolled to use this option.
- Reset**: You will need to reset your password if you have forgotten it. **You must be enrolled to use this option.**
- Unlock**: You will need to unlock your account if you entered the wrong password too many times. **You must be enrolled to use this option.**
- Enroll**: You must enroll into this system before you can use it to reset your password or unlock your account. To change your non-district email address or security question please enroll again.

STEP 4
Type in Username and click Next.



The screenshot shows the 'Change' page with a 'Username' input field and 'Next' and 'Cancel' buttons. A red box highlights the 'Next' button, with a red arrow pointing to it from the step instruction.

STEP 5
Type in Old Password.
(Hint: This is your current password)
Choose a New Password.
Confirm your New Password.
Click on Next.
Now you can sign in using your new password.



The screenshot shows the password change form with fields for 'Username', 'Old Password', 'New Password', and 'Confirm Password', and 'Next' and 'Cancel' buttons. A red box highlights the 'Next' button, with a red arrow pointing to it from the step instruction.

Your new password must:

- Be at least 6 characters long
- Contain at least 1 character from 2 of the following 3 sets:
 - English alpha characters (A...Z, a...z)
 - Numeric digits (0...9)
 - Symbols (!@#\$%^&*,./\;:'"<>?[]{}_+=)
- Not contain any dictionary words (including backwards spelling)
- Not contain any part of your full name (including backwards spelling)
- Not contain any name or username

Enter your old and new passwords in the text boxes below.