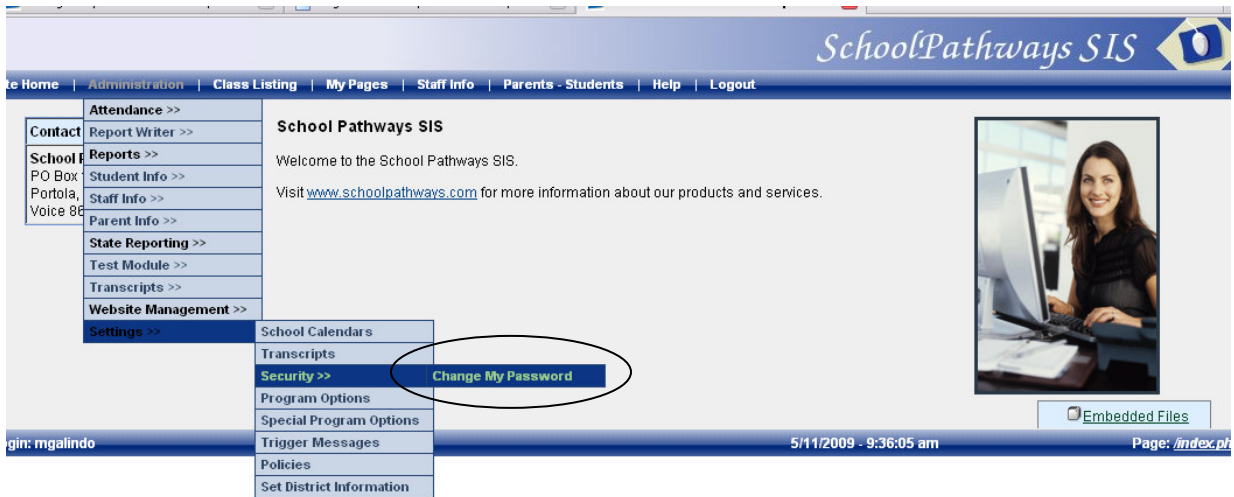




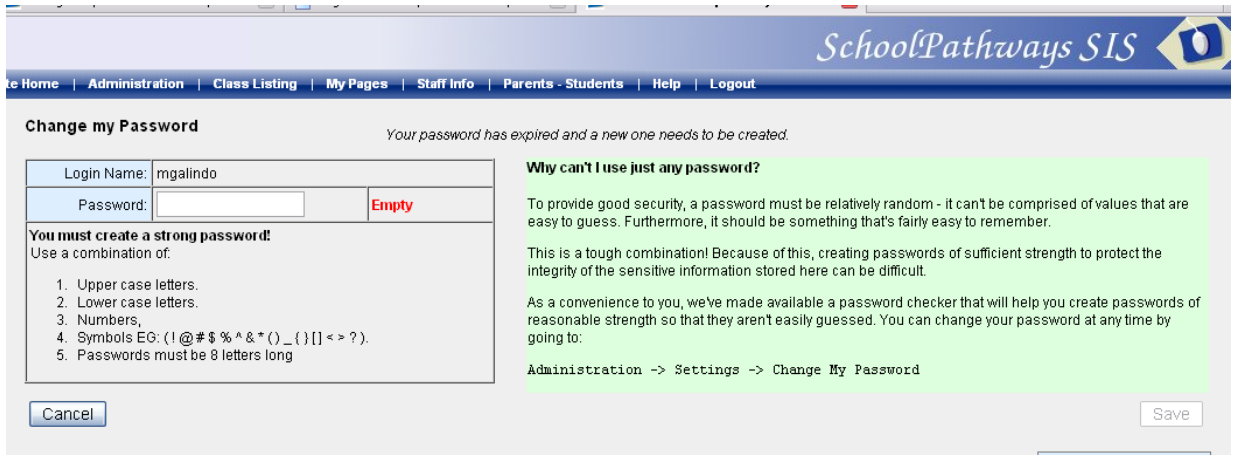
## Updating Passwords - For SIS Users

You will be required to update your password to one that is STRONG. We are implementing this for security purposes. To update your password:

1. In SpSIS click on Administration>Settings>Security>Change My Password



2. You will be taken to the password generator page. The password box might be empty or have your current password loaded. If the password is not STRONG the SAVE button at the bottom right will not be functional.



3. Passwords must have the following criteria:

- Be 8 characters long
- Must have at least one capital letter
- Must have at least one lower case letter
- Must have at least one number
- Must have at least on symbol

A sample of a password that would pass is *App45le!*

**If you run into any problems setting your password, call your office or ours.**

School Pathways  
866-200-6936