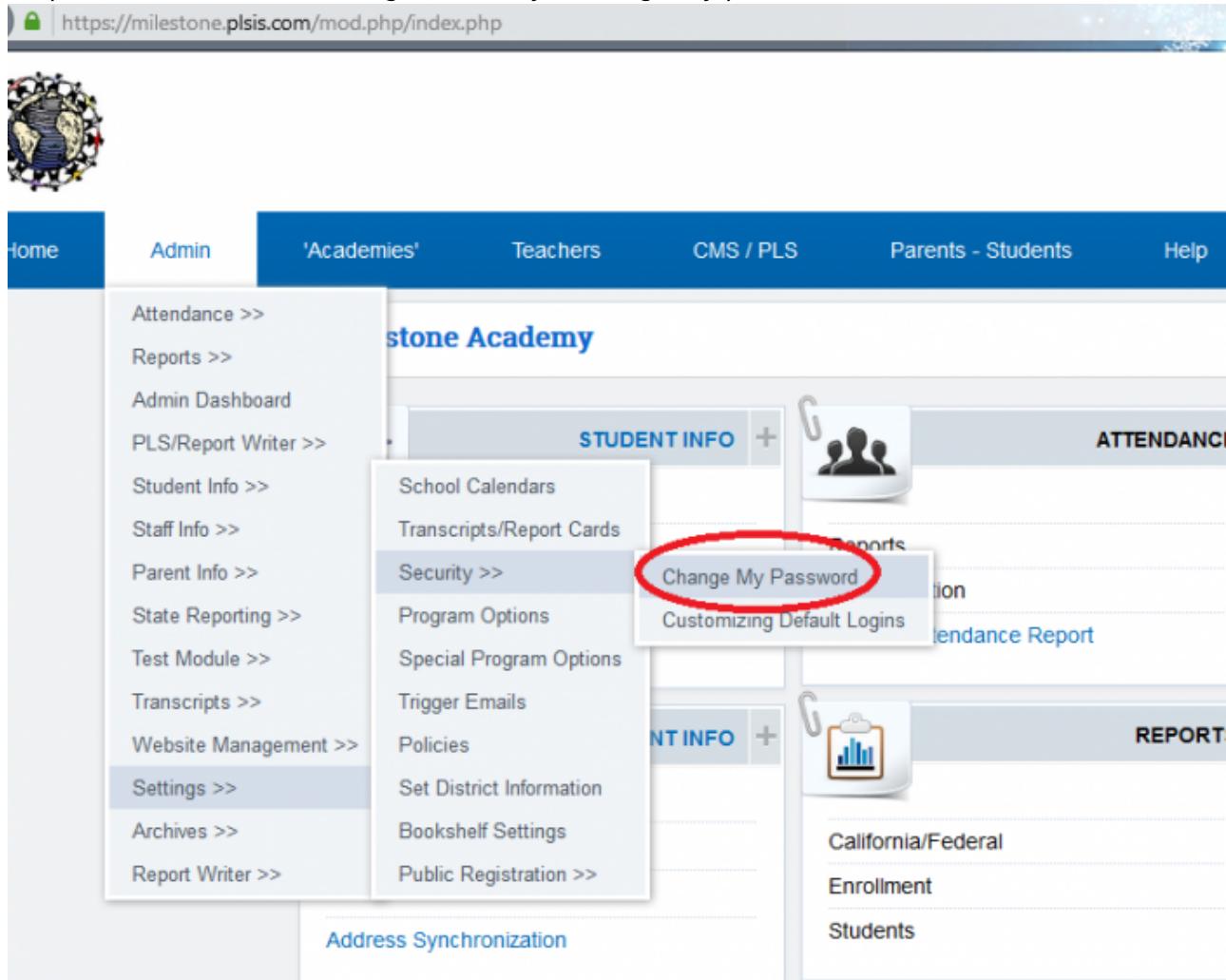


# Updating Passwords- For Admin Users

You will be required to update your password to one that is **STRONG** upon entering the SIS

- Step 1 Administration> Settings> Security> Change my password



The screenshot shows the 'Administration' section of the Milestone SIS. The 'Settings' menu is open, and the 'Security' option is selected. A sub-menu is displayed with 'Change My Password' highlighted and circled in red. The 'Attendance' and 'Report' sections are also visible on the right.

- Step 2 This will direct to the change password page
- Step 3 If the password created is not strong then the SAVE button will not allow a save

## Other helpful tips:

- Passwords must have the following:
  - 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 one symbol
- Example of a strong password is App45le!
- For additional help please call your school or School Pathways at 866-200-6936

— Last Updated by [Bailey Higgins](#) on 2016/03/17 17:08

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