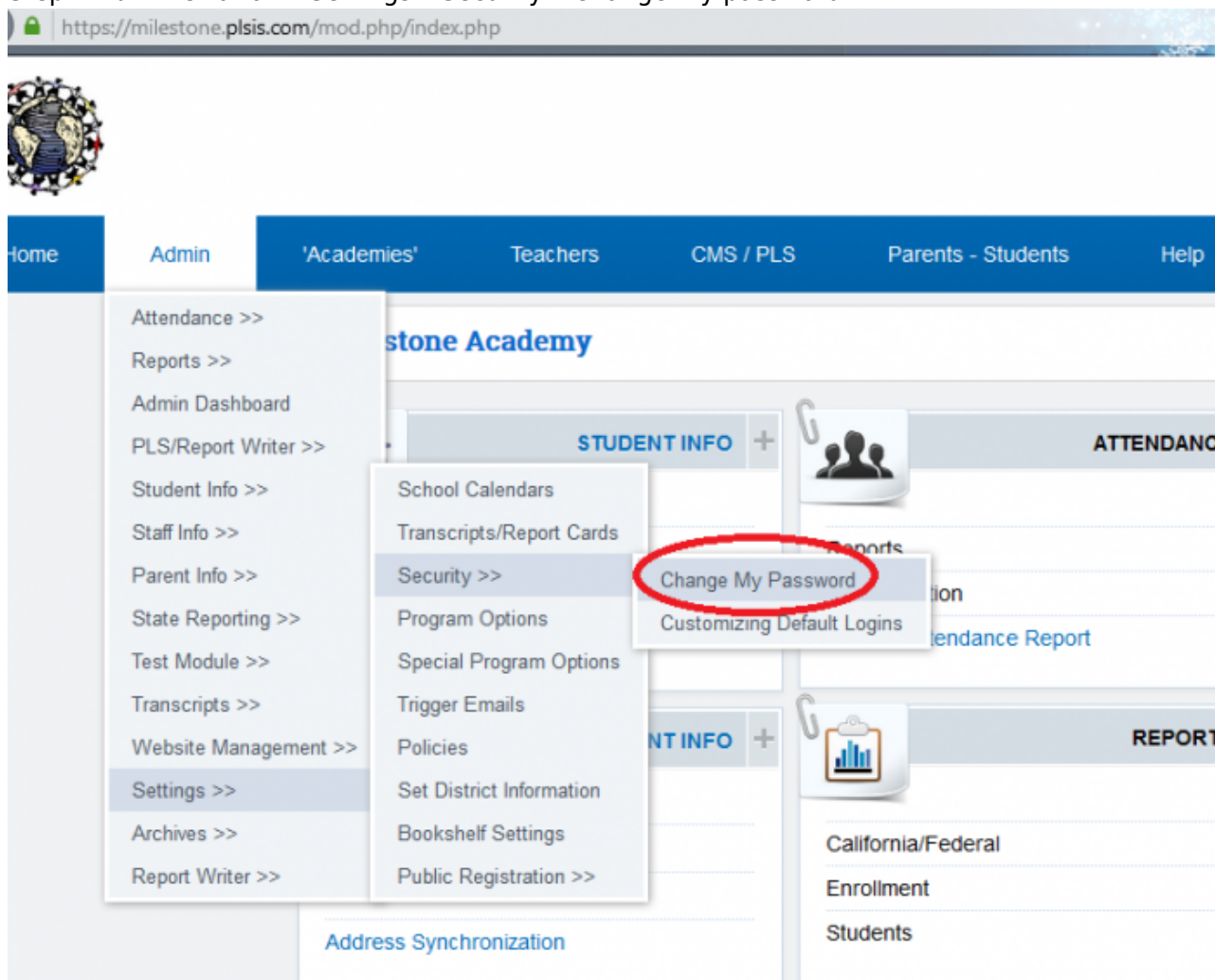# Updating Passwords- For Admin Users

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

- 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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