

# How to change your password on a District provided device

If you are using a District provided device that you received from a school in order to change your password first make sure you are connected to the internet and that the Content Keeper Device is Orange and not Grey. You can find the Content Keeper icon down in the lower right hand corner near the clock. You may have to expand the upward pointing arrow to show the additional icons such as Content Keeper.



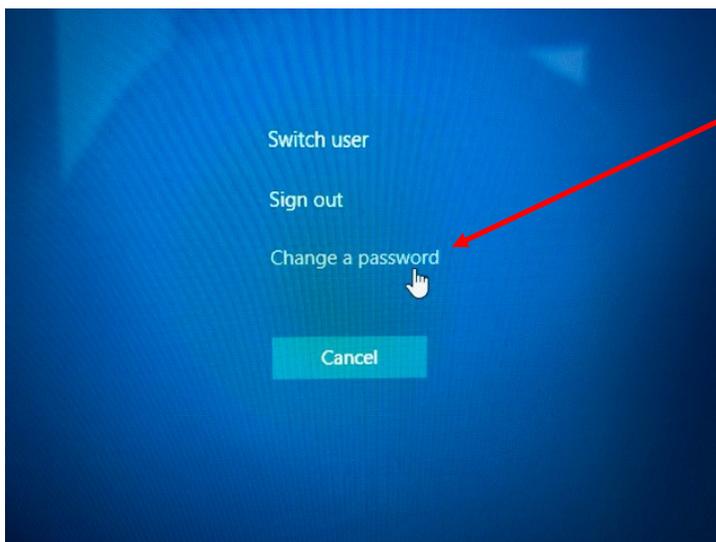
The Content Keeper icon will be a round circle that will be either a Grey circle (not connected)



Or an Orange circle (connected).



When you are connected to the internet either via your home WIFI or via a District provided hotspot and you have the Orange Content Keeper circle you can then press the CTRL, ALT, DELETE keys simultaneously to bring you up to a blue screen that will give you the option to Change A Password.



The next screen that opens will be the actual password change screen seen below. The first field will be your 7 digit Student ID.



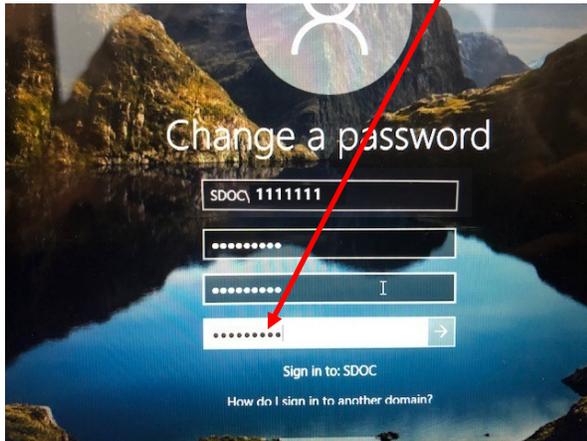
The 2<sup>nd</sup> box is where you will enter your current password.



The next box is where you will enter your NEW password. This cannot be the same as your old password. It must be unique.



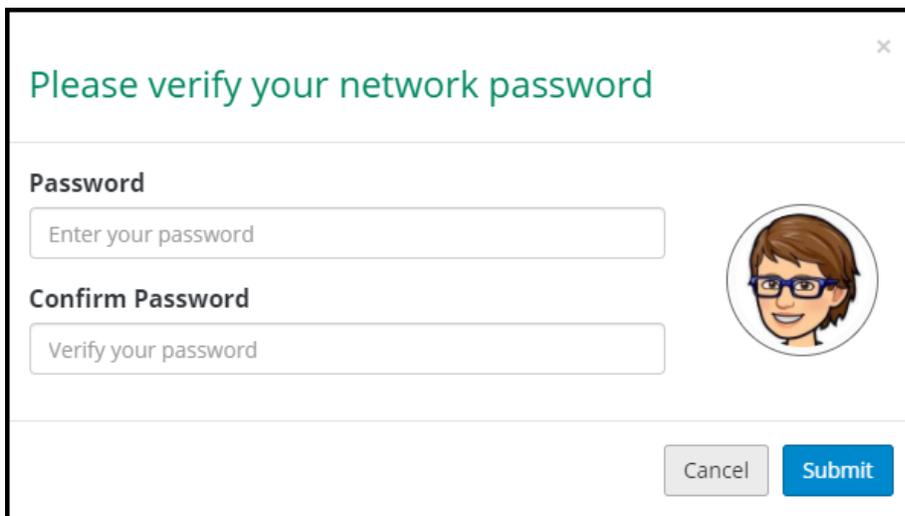
And finally you will be asked to Confirm Password by entering your new password again.



Now press the ENTER key on your keyboard and it will submit your new password back to the District and you can now use your new password to log in to the computer. You will still need to update the password in Classlink. Below is the process for updating your password in Classlink.

#### Updating Password in Classlink

The FIRST time you log into Classlink after changing your password, you will be prompted to verify your network password. Enter your password and verify your password and click submit to update.



If you click "Cancel", your new password will not be passed to other applications in Classlink and the programs will not work properly.

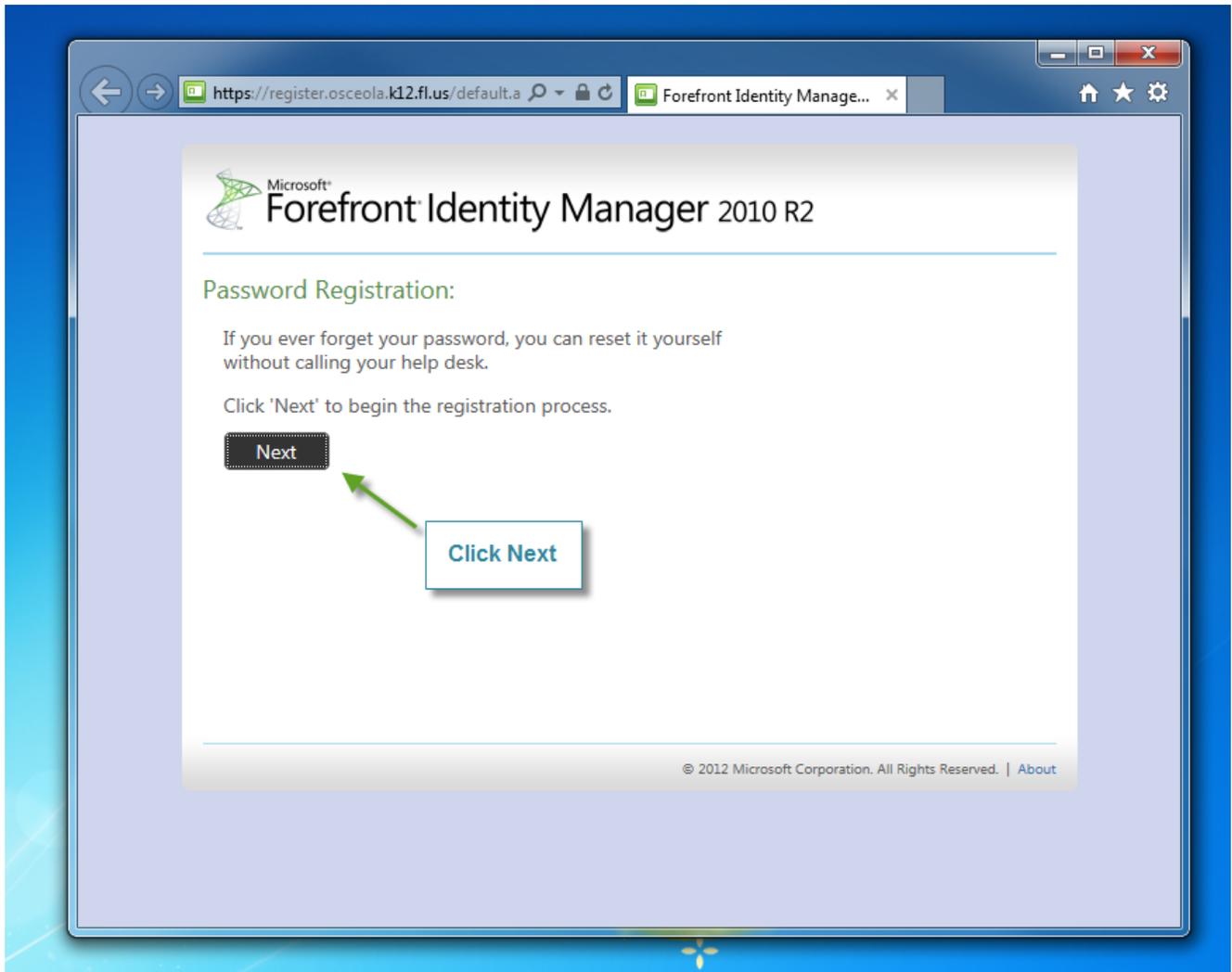
Next we will perform a FIM Self Service Password registration so if you forget your password you can reset it from any internet enabled device.

# FIM Self-Service Password Registration

District Joined Computers

Upon logging into the computer, IE will auto open and load the registration site:

<https://register.osceola.k12.fl.us>



If your Active Directory account password is currently expired, it will need to be reset before registering.

If this is the case, please have your School Tech reset your account.  
District Staff - Contact the Help Desk.

In the case where your tech is not available, please contact the Help Desk at 407-870-4037

Note: The entire process must be completed within 20 minutes or the registration process will timeout.

https://register.osceola.k12.fl.us/default.aspx

Forefront Identity Manage...



### Password Registration: Your Current Password

Enter your current password below, then click 'Next'.  
(logged in as: **SDOC\james@jia**)

Password:

**Next** **Cancel**

Enter the password for the currently logged in user and click Next

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### Password Registration: Register Your Answers

You must answer at least 3 questions to register.

Each answer must contain at least three characters, and no two answers may be the same.

What's your mother's maiden name?

What city were you born in?

What's your favorite activity?

**Next** **Cancel**

Answer all 3 security questions  
(Note requirements highlighted)

The responses you provide are stored by your organization in Forefront Identity Manager.

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Password Registration: Register Your Answers



Loading ...

This screen will appear and  
may take 10-15 seconds

Completed: You are now registered



If you ever need to reset your password:

1. Go to the reset password portal
2. Verify your identity
3. Choose your new password

Once you see this screen,  
you are registered and can  
close the browser

This process may be repeated at any time should you need to change the answers to your questions.