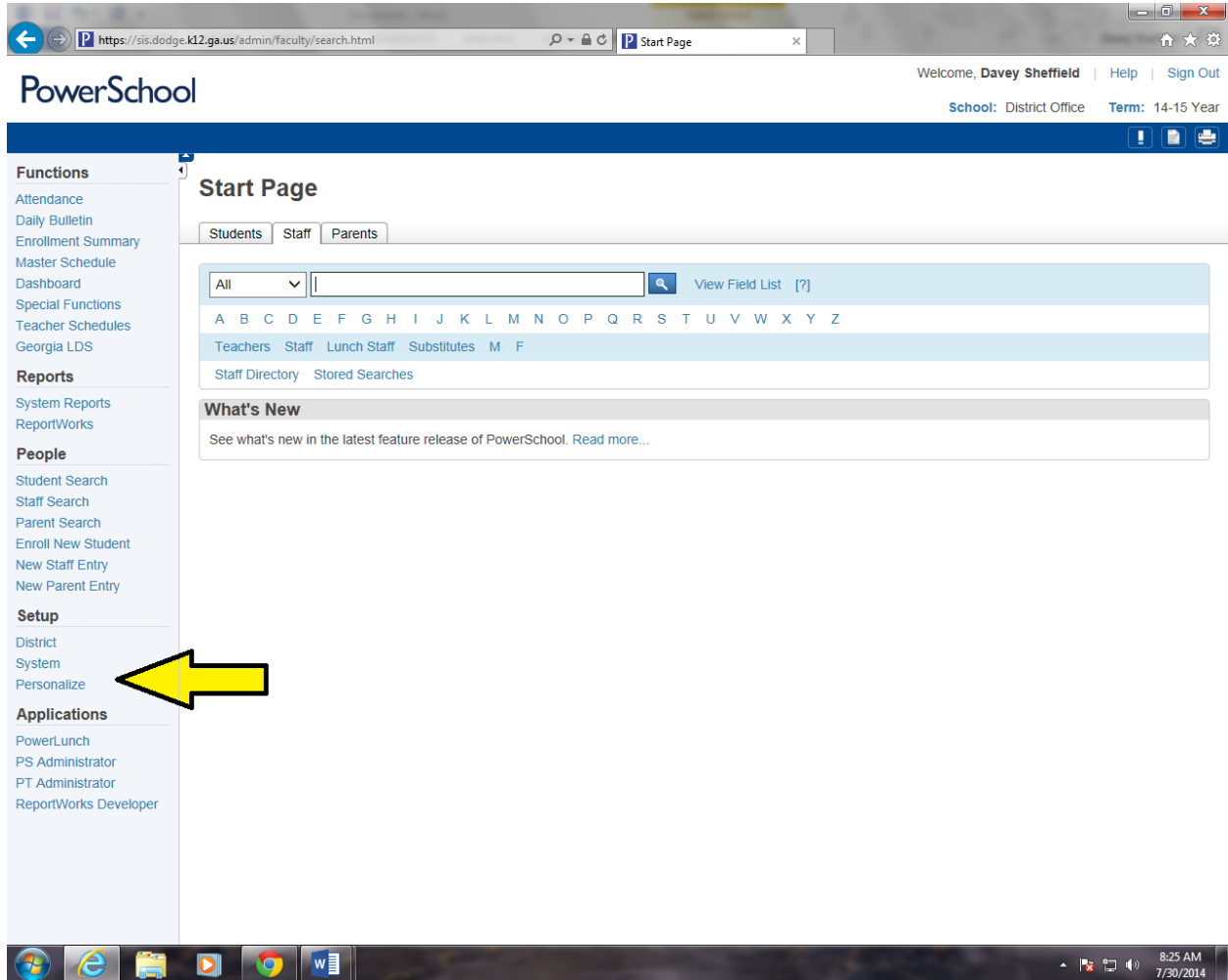
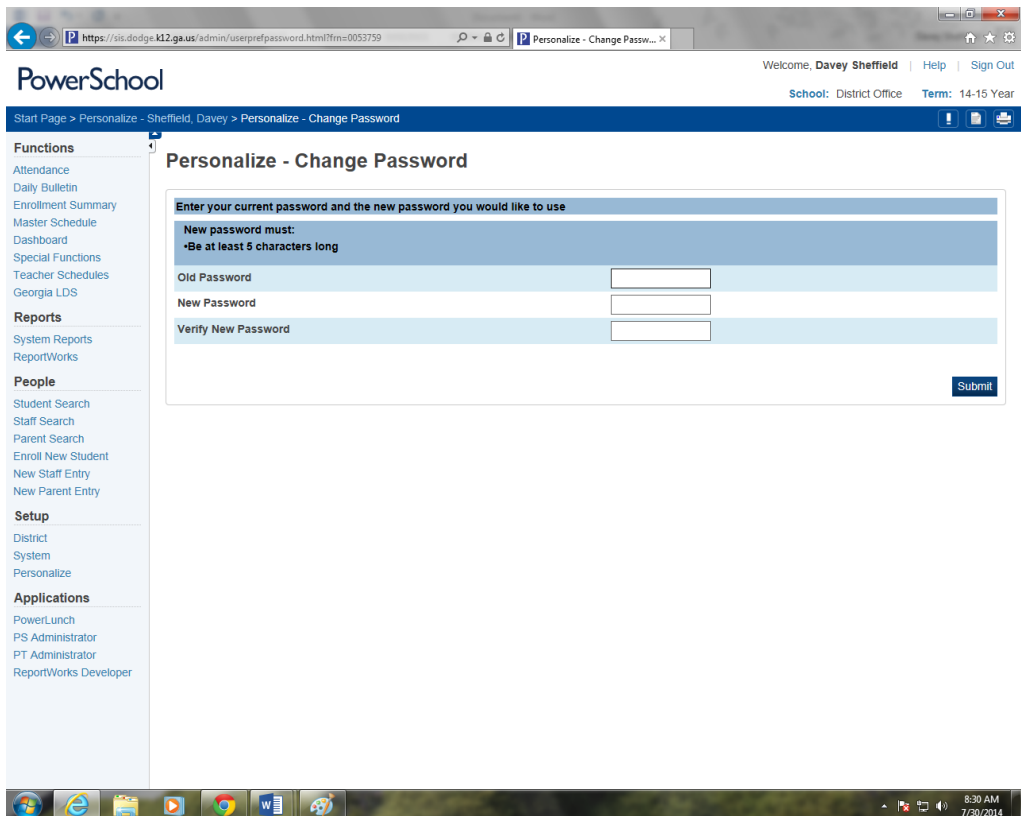
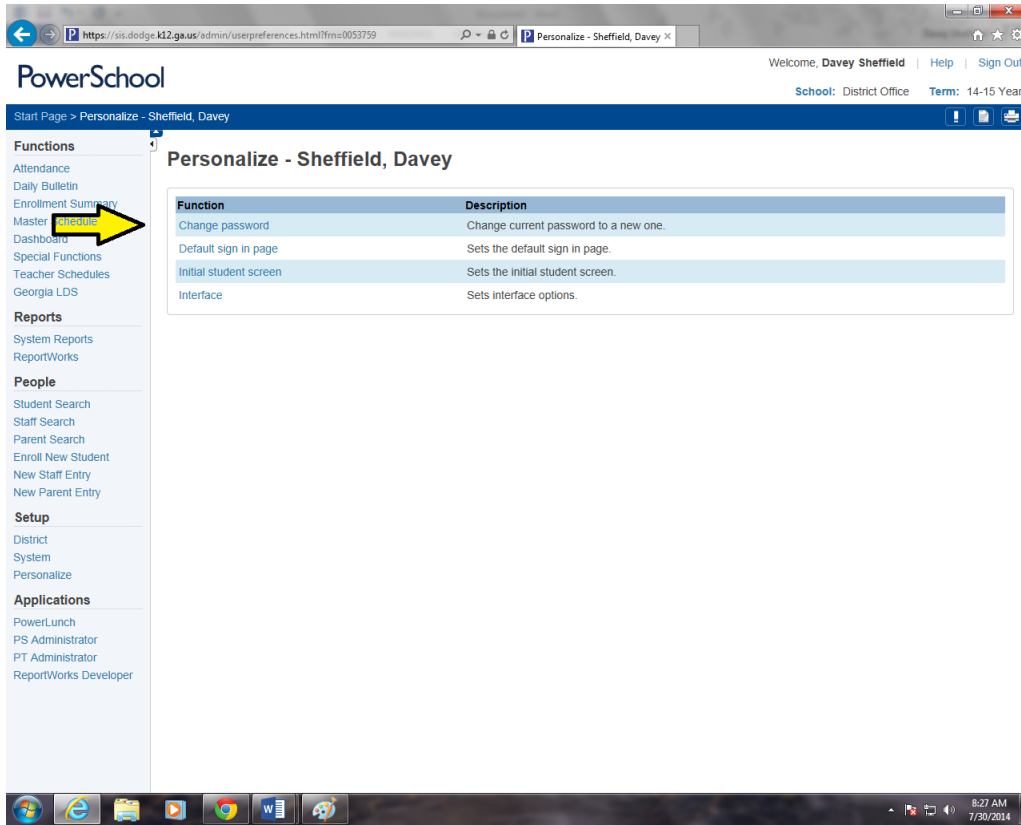


How to Change Your Password in PowerSchool

1. On the start page, choose **Personalize** from the main menu. The Personalize page appears.



2. Click **Change Password**. The Personalize - Change Password page appears.



3. Use the following table to enter information in the fields:

Field	Description
Old Password	Enter your current password.
New Password	Enter a new password. *
Verify New Password	Enter your new password again exactly as you entered it in the above field. **

*Password must be at least 5 characters long. Enter your password based upon this requirement.

****Note:** It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool without help from your PowerSchool administrator; this will delay your work. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.

4. Click **Submit**. The Changes Recorded page appears.

The screenshot shows a web browser window displaying the PowerSchool interface. The address bar shows the URL: <https://sis.dodge.k12.ga.us/admin/userprefpassword.html?frn=0053759>. The page title is "Personalize - Change Password". The user is logged in as "Davey Sheffield" and is associated with "District Office" and "14-15 Year" term. The left sidebar contains a navigation menu with categories: Functions, Reports, People, Setup, and Applications. The main content area is titled "Personalize - Change Password" and contains a form with the following fields:

- Enter your current password and the new password you would like to use
- New password must:
 - Be at least 5 characters long
- Old Password
- New Password
- Verify New Password

A yellow arrow points to the "Submit" button at the bottom right of the form.

Note: If one of the following alert messages appears, click **Back** and re-enter your password accordingly:

- Current password is not correct.
- New password must be at least 5 characters long.
- The verification password you enter must match the new password.

The next time you sign in to PowerSchool, use your new password.