

# CUSD303 Password Portal

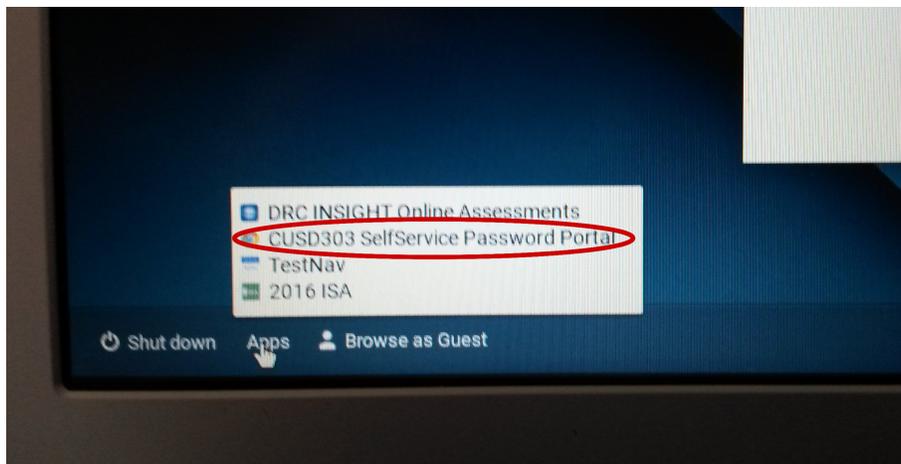
## Staff use:

The password portal is designed to facilitate self-service password changes. The portal may be accessed via the URL using any internet connected device, or a Kiosk App on a district owned Chromebook, either inside or outside of the district.

**Staff Passwords require a minimum of 12 characters.** Current security recommendations suggest using a passphrase rather than a password.

## Accessing the portal via the Kiosk App on a chromebook:

Before logging into the chromebook, <CLICK> on “Apps” in the lower left corner of the screen, select “CUSD303 SelfService Password Portal”



## Accessing the portal via a browser (any device):

<https://ssp.d303.org:9251>



There are 3 ways to change your password:

1. (Preferred method for staff) On any D303 assigned Windows device, hit the CTRL+ALT+DEL keys and select Change Password
2. Via a district owned Chromebook using the kiosk app
3. Log into the portal on this page using your user ID and district password

If you already know your password and would like to change it, you can do so by logging in below.

A screenshot of the login form. It has a title 'Log In' with a user icon. Below the title are three input fields: 'Username' with a red eye icon, 'Password' with a red eye icon and a lock icon, and 'AD1' with a dropdown arrow. A green 'Login' button is at the bottom.

To sign into the portal, you can use either your Student ID number, A or M ID number or your login used for Google Apps (aka email address).