

CUSD303 Password Portal

Student use:

The password portal has been configured to facilitate password changes for students. The portal gives students the ability to change their password using a Chromebook.

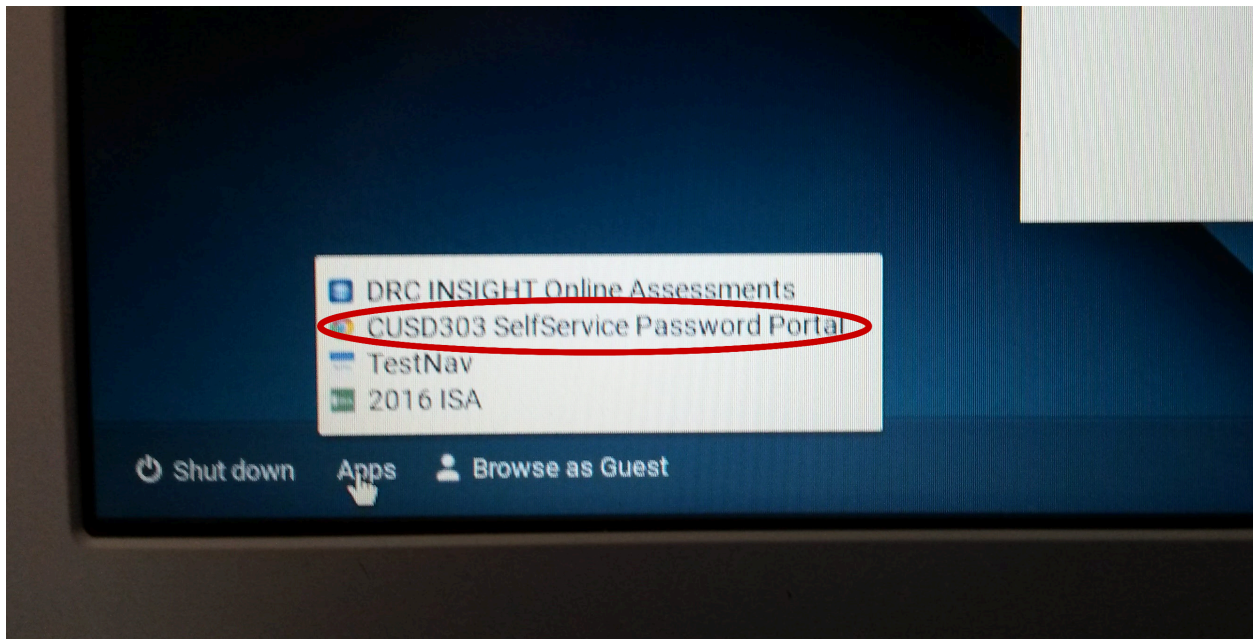
For a student to use the portal to reset their own password, the student must know their current password. If the student does not know their current password, they will need assistance from a staff member.

The password portal can be reached via a web browser (any device) or a Kiosk App on a district owned chromebook (in district or out of district).

Student passwords need to be unique and 5 characters (Elementary), 8 characters (Secondary).

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>

The screenshot shows a web browser window with the address bar displaying "https://ssp.d303.org:9251". The page features the CUSD303 logo on the left. Below the logo, there is a section titled "Update Your Profile Efficiently :" with links for "User Registration", "Self Update", and "Change Password". On the right side, there is a "Sign In" form with fields for "User Name", "Password", and a "Log on to:" dropdown menu set to "AD1". Below the "Sign In" form are links for "Reset Password" and "Unlock Account". At the bottom of the page, there is a "Pictures" button and a language dropdown menu set to "English".

To sign in to the portal, a student can use either their Student ID number or their login used for Google Apps (aka email address).

Once logged in, the student needs to enter their old password, then a new password twice and <CLICK> “Change Password”. **The password needs to be unique and 5 characters (Elementary), 8 characters (Secondary).**

The screenshot shows the "Change Password" page in the CUSD303 Self Service portal. The page title is "Change Password" and the subtitle is "Change your current domain password." Below the title, there is a section titled "Domain Password Policy Requirements" with a list of requirements: "The minimum password age is 1 days", "The maximum password age is 1560 days", "The minimum password length is 8", "No. of Passwords Remembered is 5", and "The password complexity property is Disabled". Below the requirements, there are three input fields: "Old Password :", "New Password :", and "Confirm New Password :". At the bottom of the page, there are two buttons: "Change Password" and "Cancel".