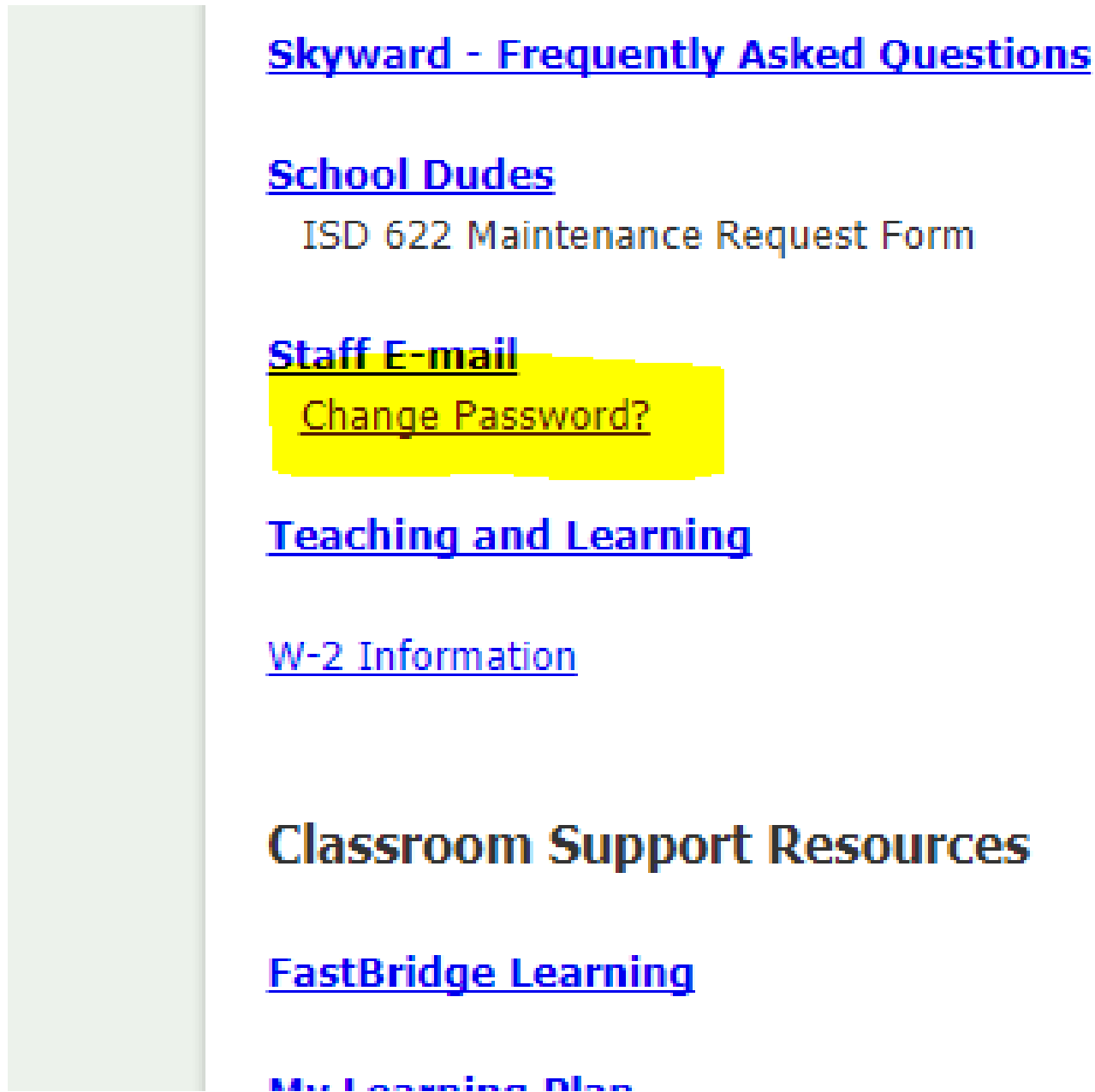


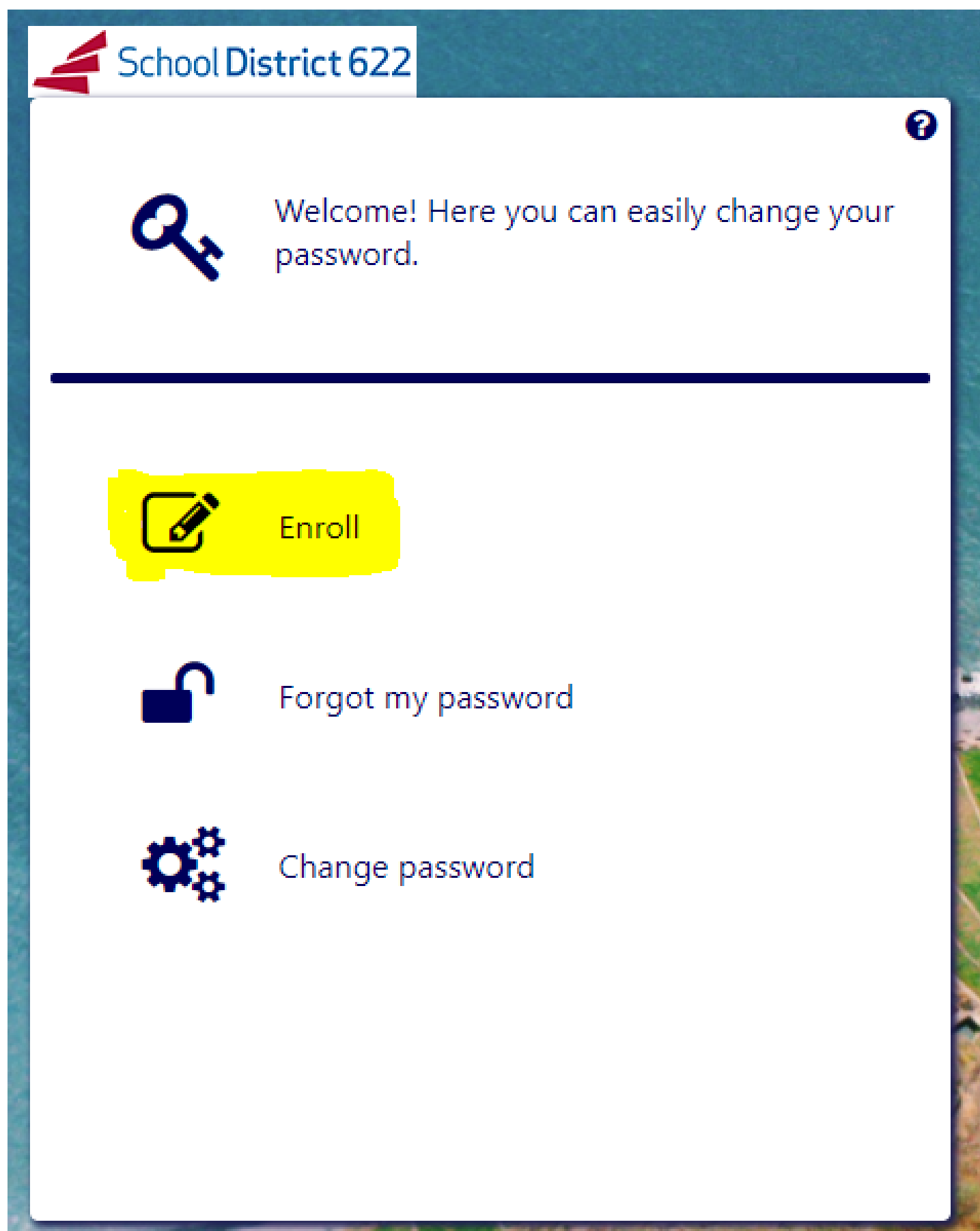
STEPS TO ENROLL IN THE PASSWORD CHANGE SYSTEM

1 Visit: www.isd622.org/staffresources

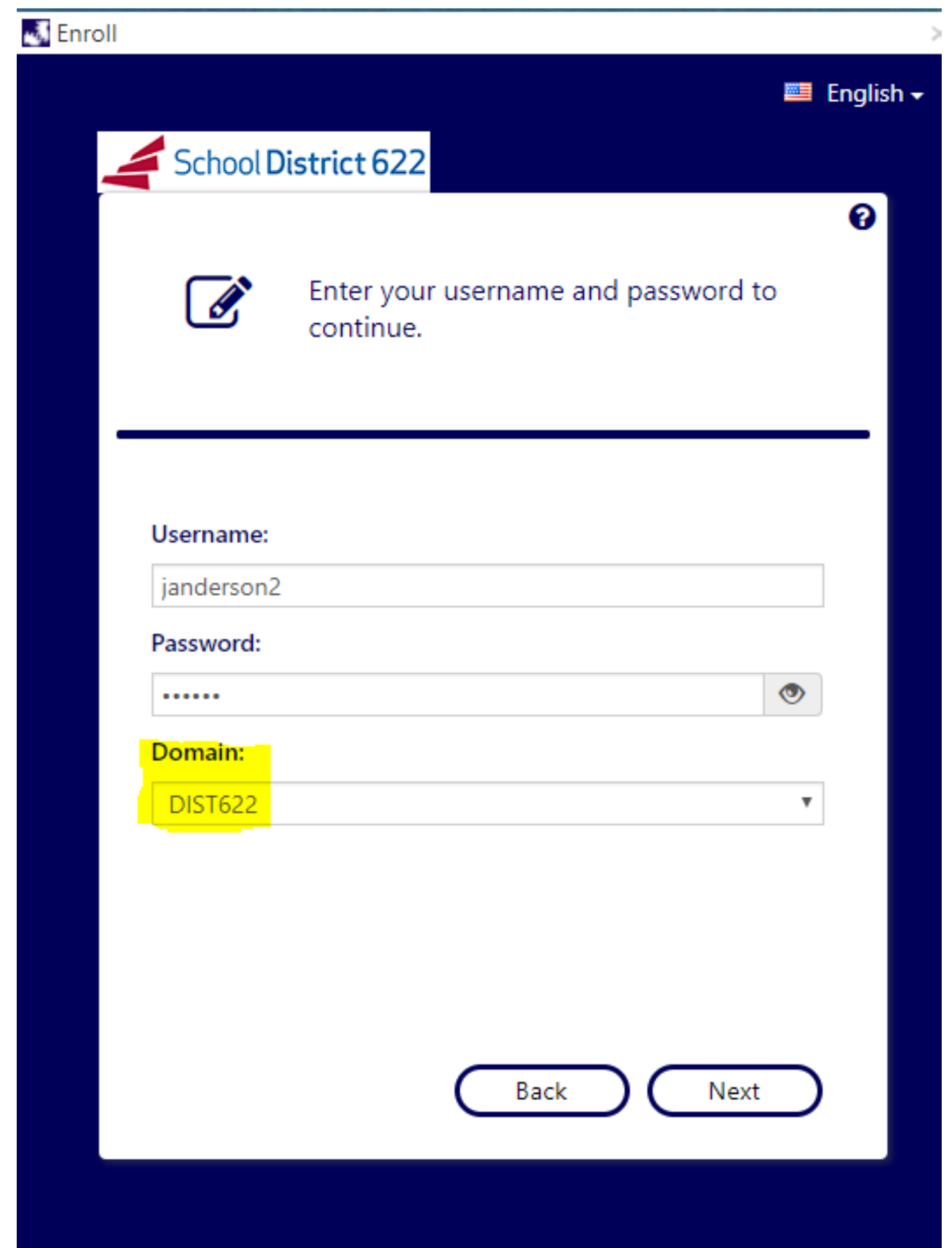
2 Select "Change password"



3 Select "Enroll"



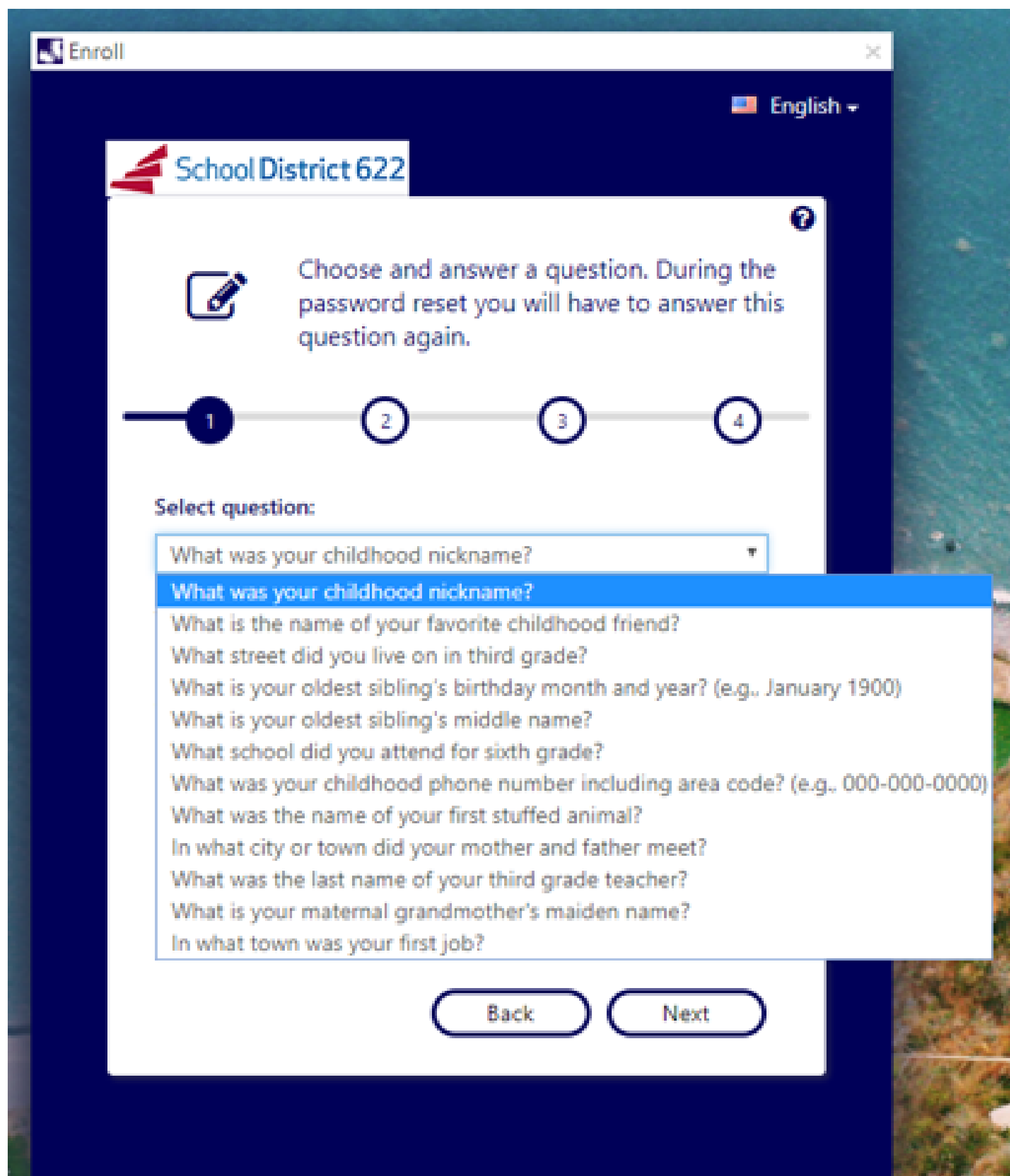
4 Enter your username, password, and select DIST622 in the Domain dropdown menu
Select "Next"



continued on reverse side

5 You will be asked to select and to provide an answer to two (2) pre-populated questions, and you will be asked to provide a question and an answer to a 3rd question.

*****Be cautious and select questions that only you can answer.**



Select “Next” and then Select “OK” on the final screen.

Once you are enrolled, you will be able to change or obtain your password from anywhere with a device that has access to the Internet.

For any questions, please contact your building secretary or building tech support.

Note: If your password has expired, or if you forget your password, you will not be able to use this system until you enroll.