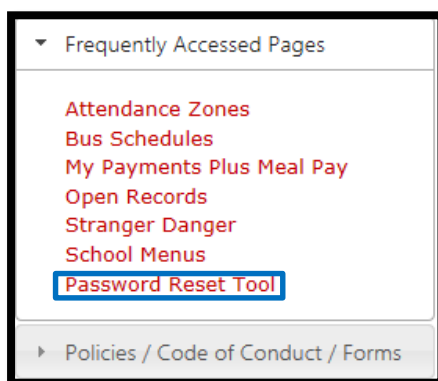


Password Reset: User Guide

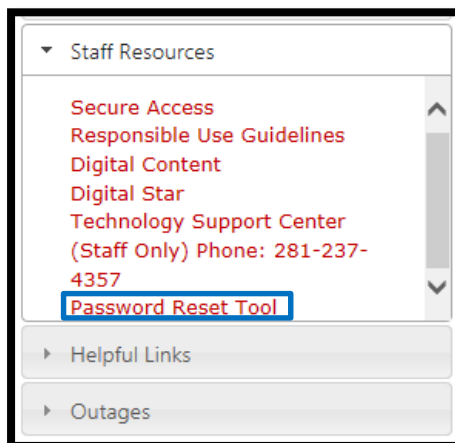
Accessing Password Reset Tool

How to access the new password reset tool.

- Go directly to the following URL in your web browser, passwordreset.katyisd.org
 - Access it from a link on the www.katyisd.org website on the District Home page or the Technology Home Page
 - Access it from KatyNet under Technology
- ❖ From the Katy ISD *District Homepage* under **Quick Links** select **Frequently Accessed Pages**

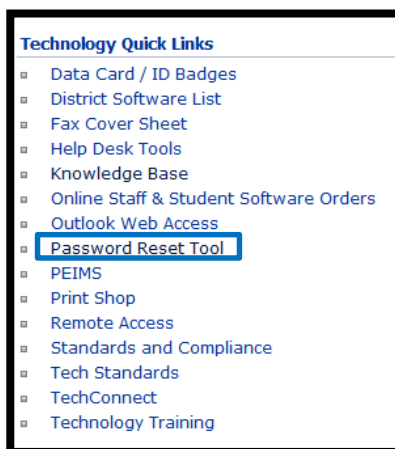
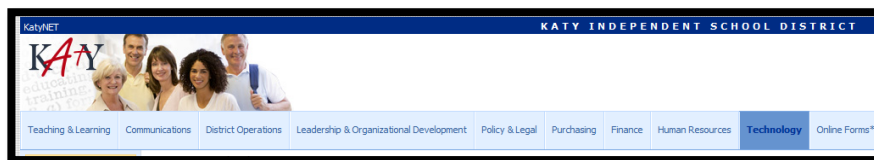


- ❖ From the Katy ISD District *Technology Homepage* under **Quick Links** select **Staff Resources**



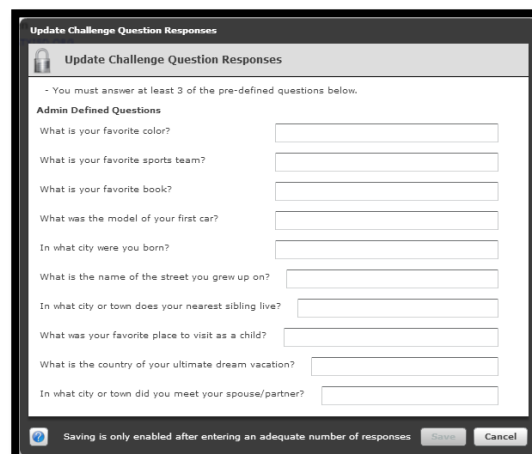
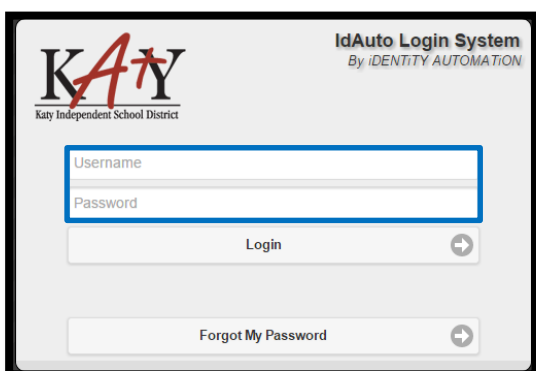
Password Reset: User Guide

- ❖ From KatyNet under **Technology /Quick Links** select Password Reset Tool



Setting Challenge Questions

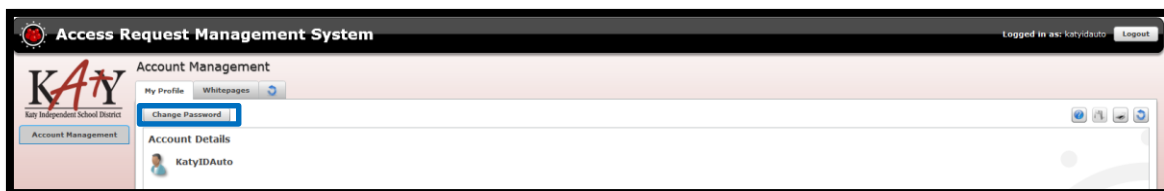
Login with your Katy ISD user id and password. On initial login you will see a list of several pre-defined challenge questions. **You will need to respond to at least 3 of these questions and save to prevent your current password from being reset.** You do not have to answer all of the questions, but you will not be able to save until at least 3 responses have been entered.



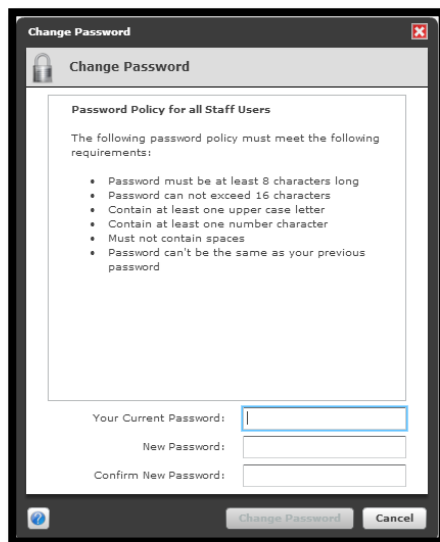
Password Reset: User Guide

Resetting Password

Once you complete your questions, you will automatically go to this page.



Select the **Change Password** button to change your password.

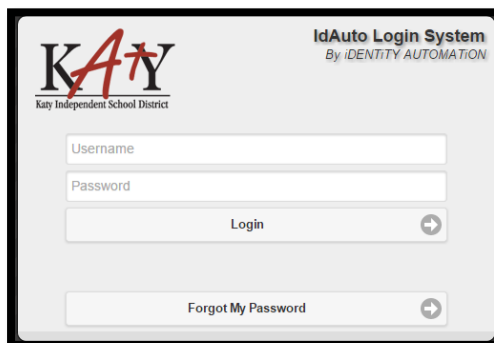


The 'Change Password' dialog box contains the following information:

- Change Password**
- Password Policy for all Staff Users**
- The following password policy must meet the following requirements:
 - Password must be at least 8 characters long
 - Password can not exceed 16 characters
 - Contain at least one upper case letter
 - Contain at least one number character
 - Must not contain spaces
 - Password can't be the same as your previous password
- Your Current Password:
- New Password:
- Confirm New Password:
- Buttons:

Here you will put in your **current password** and your **new password**. In order to click on the Change password button at the bottom, the password must meet the policy stated in the box.

If you ever forget your password you can go to the passwordreset.katyisd.org tool and select **Forgot My Password**.

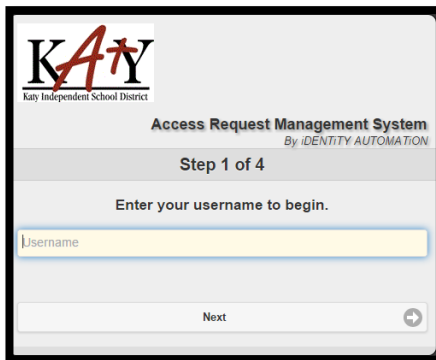


The 'IdAuto Login System' login page includes the following elements:

- Katy Independent School District logo
- IdAuto Login System By IDENTITY AUTOMATION
- Username:
- Password:
- Login:
- Forgot My Password:

Password Reset: User Guide

Step 1. Enter Username and select **Next**.



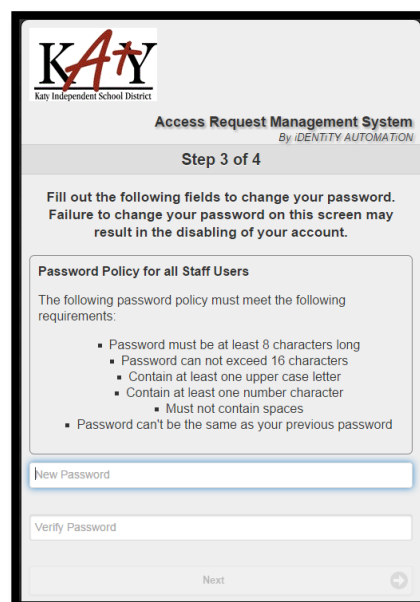
The screenshot shows the 'Access Request Management System' interface for Step 1 of 4. It features the KATY logo and the text 'Katy Independent School District'. Below the logo, it says 'Access Request Management System By: IDENTITY AUTOMATION'. The step indicator 'Step 1 of 4' is centered. The instruction 'Enter your username to begin.' is followed by a text input field labeled 'Username'. At the bottom, there is a 'Next' button with a right-pointing arrow.

Step 2. Provide answers to the challenge questions you already set up and select **Next**.



The screenshot shows the 'Access Request Management System' interface for Step 2 of 4. It features the KATY logo and the text 'Katy Independent School District'. Below the logo, it says 'Access Request Management System By: IDENTITY AUTOMATION'. The step indicator 'Step 2 of 4' is centered. The instruction 'Answer your challenge questions' is followed by two text input fields. The first is labeled 'What is your favorite color?' and the second is labeled 'What is your favorite sports team?'. At the bottom, there is a 'Next' button with a right-pointing arrow.

Step 3. Enter New Password twice and select **Next**.



The screenshot shows the 'Access Request Management System' interface for Step 3 of 4. It features the KATY logo and the text 'Katy Independent School District'. Below the logo, it says 'Access Request Management System By: IDENTITY AUTOMATION'. The step indicator 'Step 3 of 4' is centered. The instruction 'Fill out the following fields to change your password. Failure to change your password on this screen may result in the disabling of your account.' is followed by a section titled 'Password Policy for all Staff Users'. This section lists requirements: 'Password must be at least 8 characters long', 'Password can not exceed 16 characters', 'Contain at least one upper case letter', 'Contain at least one number character', and 'Must not contain spaces'. Below the policy, there are two text input fields: 'New Password' and 'Verify Password'. At the bottom, there is a 'Next' button with a right-pointing arrow.