

Changing your password using the iPad or your Phone

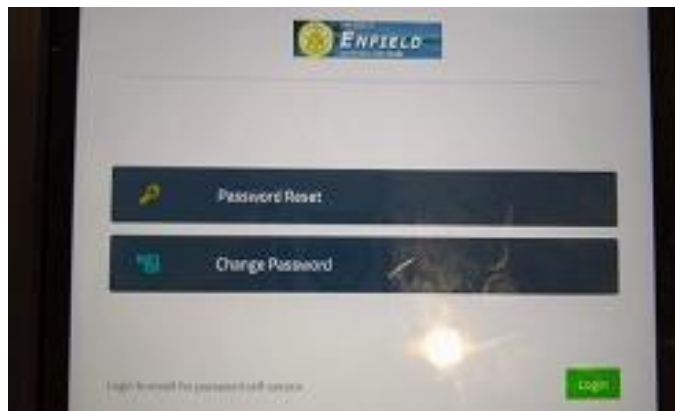
If using your phone go to <https://pss.enfield.org> then follow the rest of these directions.

If using your iPad to change your Office 365 Password

Open up this app



Chose "Change password"



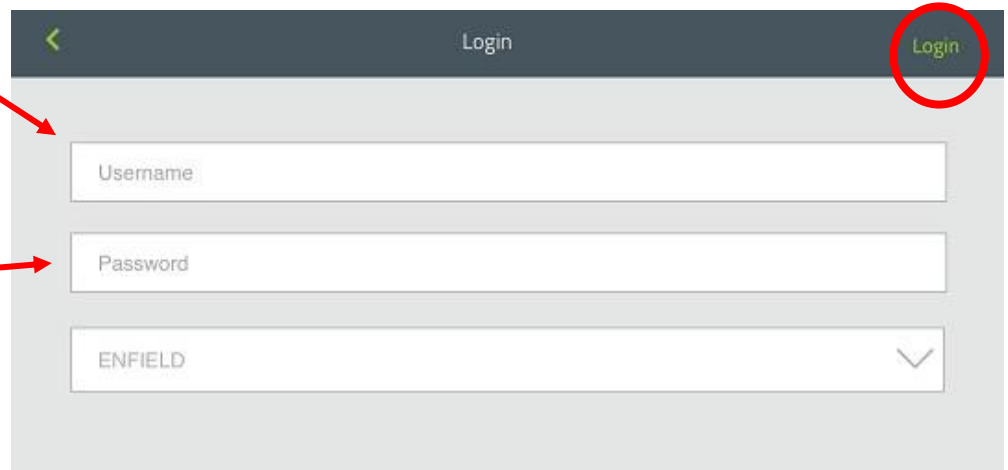
Put in your username

Your username is the first part of your email (Ex: tjones23)

Then enter in your current password

Leave "Enfield" in its field.

Then click on "login"

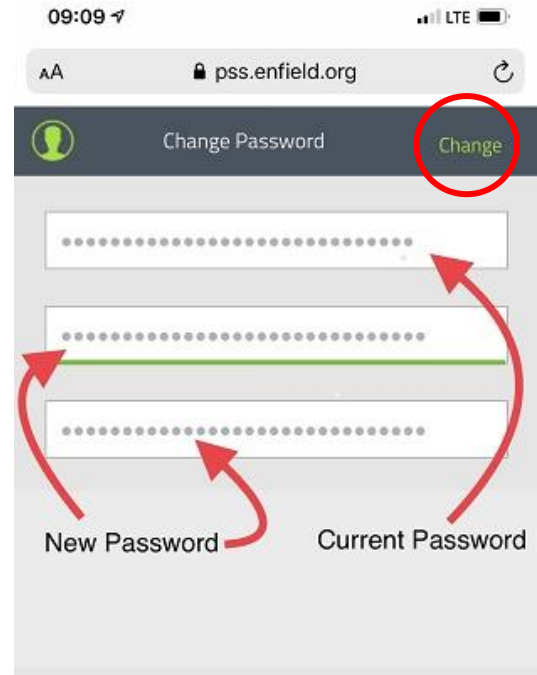
The image is a screenshot of the Enfield Login app interface. At the top, there is a dark grey header with a back arrow on the left, the word 'Login' in the center, and a green 'Login' button on the right. Below the header, there are three input fields: 'Username', 'Password', and a dropdown menu with 'ENFIELD' selected. Red arrows point from the text instructions to the 'Username' and 'Password' fields. The 'Login' button in the header is circled in red.

New password **CAN NOT USE** any part of your

- First name
- Last name
- Student ID #
- Your initials

What your new password must conform to:

- Minimum length should be at least "8"
- Must contain both upper and lowercase characters
- Number of numerals to include "1"
- Must not be a palindrome (word spelled the same forwards or backwards ex. MOM)
- Must not have 5 consecutive characters from username
- You can ignore complexity rules if password length is at least "20"

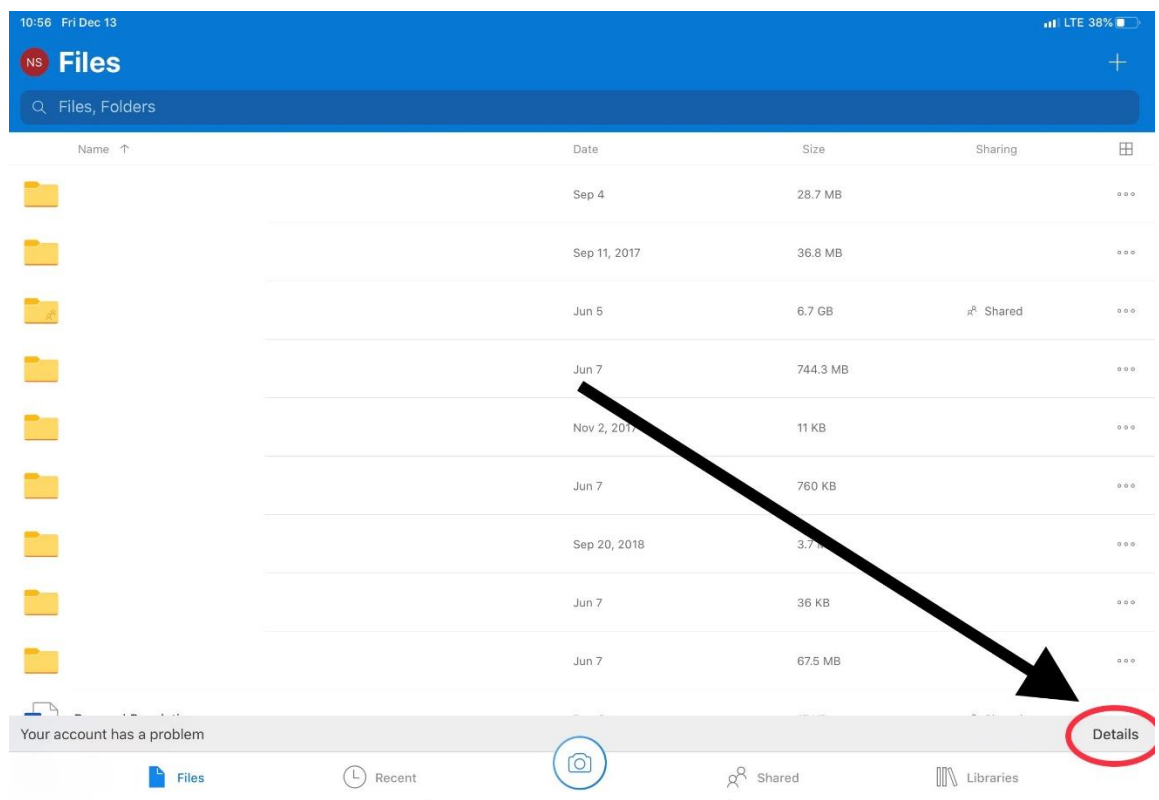


HINT: Just add another character at the end of your current password such as another number, special character (! \$?) or additional letter

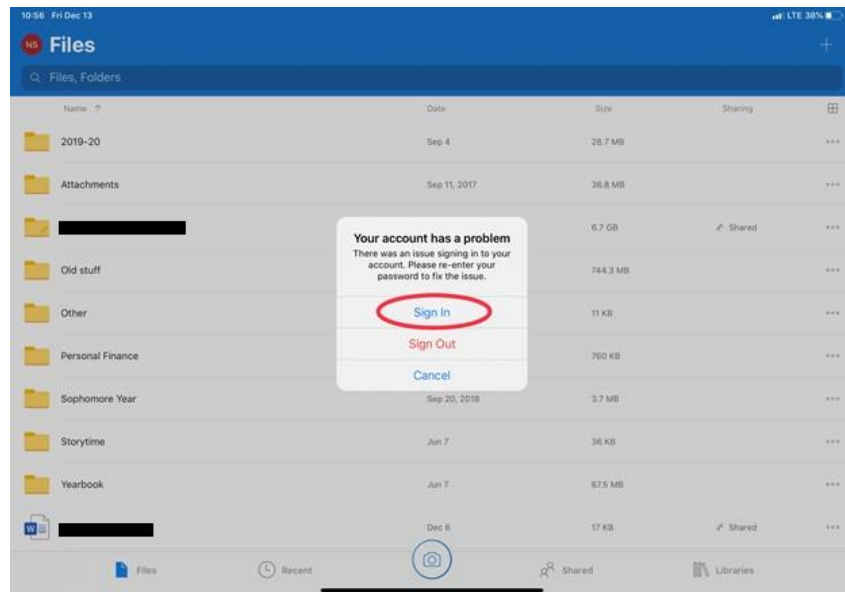
Enter in current password then your new password (**Twice**) then click “Change” and now your password has changed

(see note at bottom of next page if these messages don't appear at first)

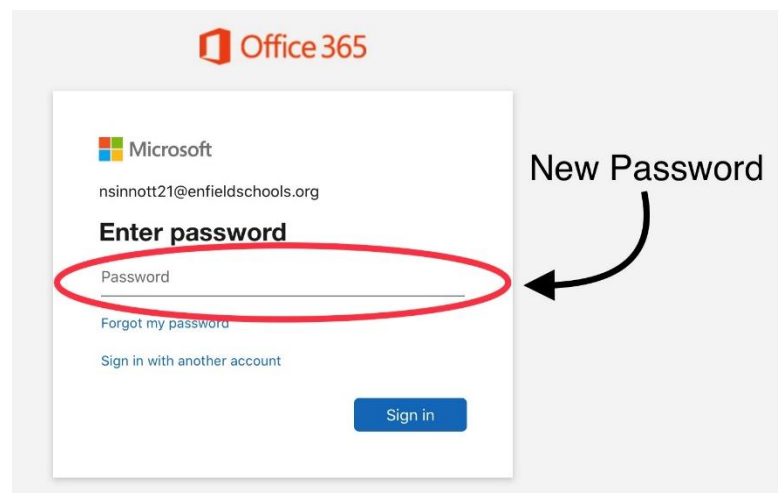
Now go to your **OneDrive App** on your iPad and sign in using your new password by tapping details



Then tap “sign in”



Sign in using your new password

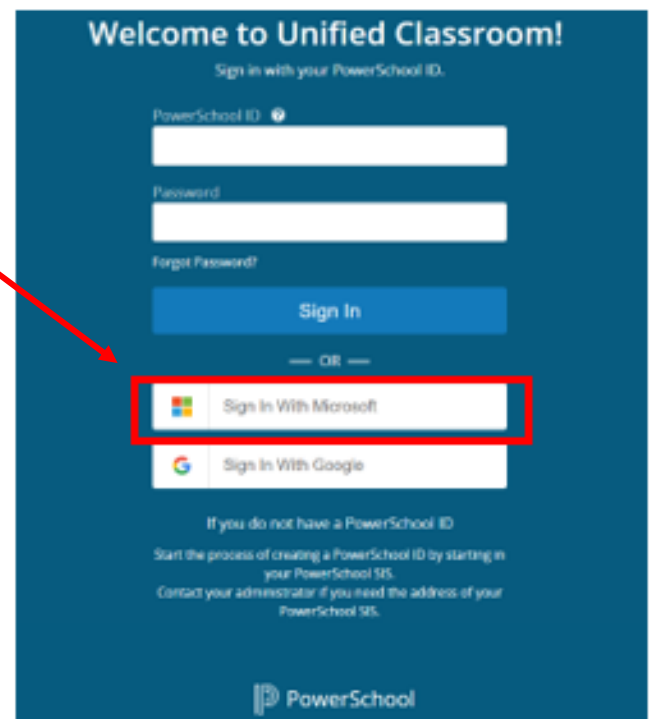


Once you do this the other Office 365 apps (Word, PowerPoint, Outlook, Excel, OneNote) will automatically sign themselves in.

Now you need to update your Unified Classroom

Open Safari and type classroom.powerschool.com and tap

Sign in using your school email address & your new password



***** NOTE: Some of these password updates could take a few minutes to cycle through the system. Some of these steps may need to be repeated until the new password is accepted*****