

Zachary Community Schools How to Change Your Password

1. Login to Office 365

2. Click your initials in the top right corner.

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Office 365					Q		R
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3. Click My account



4. Scroll down to the password box like below. Click change password.



5. Fill in the 3 required boxes and hit Submit.

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COMMUNITY SCHOOL DISTRICT					
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change password					
change passiona					
User ID					
Old password					
Create new password					
Confirm new password					
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submit					
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6. Upon successful completion we recommend rebooting your school laptop so that the computer will have the proper password.