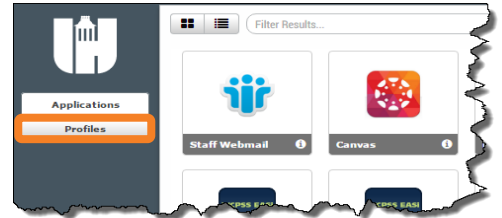




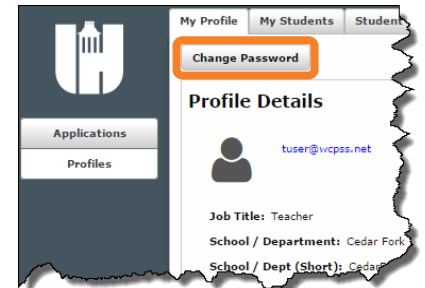
WCPSS Staff and students can change their WakeID password after successfully logging into the WakeID Portal. Learn more about your WakeID at <http://mywakeid.wcpss.net>.

1. Using **Google Chrome** or **Firefox**, log into the WakeID Portal at <http://wakeid.wcpss.net>.

2. Click **Profiles**.



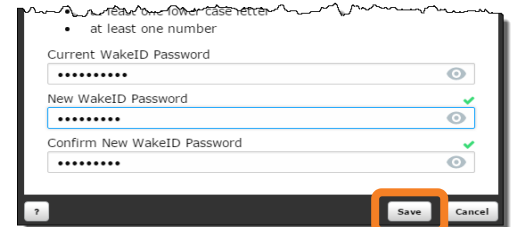
3. Click **Change Password**.



4. Enter your **Current WakeID Password**.

5. Enter a **New WakeID Password**.

- Follow the Password Requirements displayed.

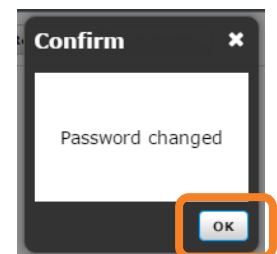


6. Enter the same password in the field labeled **Confirm New WakeID Password**.

- Green checks will appear when requirements are met.

7. Click **Save**.

8. Click **OK**.



IMPORTANT:

- **Never share** this password with others.
- **Network logins** are **NOT** impacted by this change.
- **Lotus e-mail** password will match the new WakeID password and must be reset via the WakeID Portal.