

First Time Password Change

Using this method, you can change your password at home or at school.

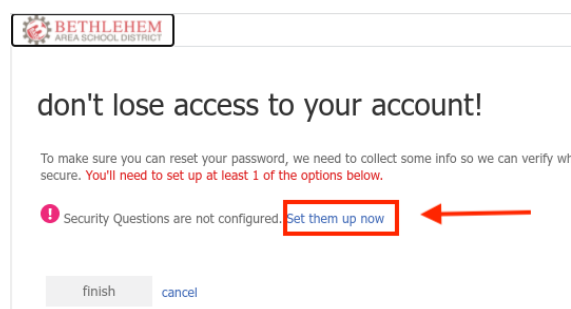
Register your account

1. Start by going to <https://aka.ms/ssprsetup>
2. You will be taken to a redirect page. Click on the link to proceed.
3. Type your BASD email and press the **NEXT** button.
4. Enter your current password and press **Sign In**.
5. On the next screen it will ask you if you want to stay signed in. Press **No** and press continue.

Security questions setup

You will now select and answer 3 security questions that you will use in the future to reset your password. Make sure you select three **memorable** questions and answers that are unique to you. *Each answer must be at least 3 characters in length.*

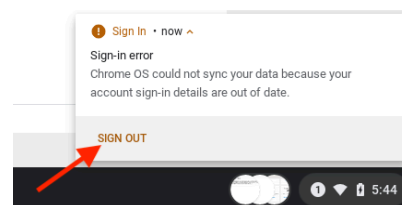
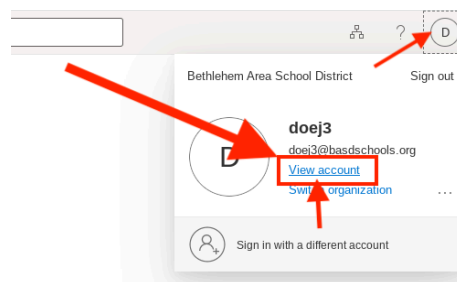
1. Click on **Set them up now** as pictured on the right.
2. Choose a question from each list and type in your unique answer underneath in the space provided.
3. When finished, click on **Save Answers**.
4. You will see a new page that will indicate whether you were successful or not. Click on **Finish**.



Changing your password

It is highly recommended that you use a combination of capital, small case, and numbers in your password. Avoid using your ID#, previous password, any part of your name (or the name of a person), your birthdate, or age. **Make sure the password is at least 11 characters long and not one of the last three passwords you have previously used.** Please choose a password that will be memorable for you, but not easy for others to guess.

1. Click on **your initial** in the upper right corner to access your account.
2. Select **View Account**.
3. Scroll down to where you see **Change Password**.
4. Type your current password first.
5. Then type your new password and confirm by typing it a second time in the provided fields.
6. Click on **Submit**.
7. When successful, you will see a page telling you to wait a few minutes while your password is changed. Your password may change within 20 - 60 seconds depending on the number of students changing their password at that time.
8. **After a few seconds you will see Sign In error in the lower right corner when your password has changed.** Click on the link in the error box to immediately sign out. When you log back in, you may have to enter your **old password** one last time to regain access to files (downloaded photos, etc.) on your Chromebook.



Note: If you enter your password five (5) times incorrectly within five (5) minutes you will be locked out of your account for five (5) minutes

then

You can recover your password in the future by visiting <https://passwordreset.microsoftonline.com>