Change your password at least once per year, or when you think someone else may know it. This can be done at anytime, and you do not need to inform anyone that you are doing so.

Visit RapidIdentity apps.isd728.org using your current username and password, choose *Account* drop down, then *Profile, Authentication, Change Password*.

Choose a new a password that is <u>at least 16 characters long</u> and <u>includes three types of characters</u>: **Letters** , **Numbers** and **Symbols**. Choose an easy to remember, short two or three word passphrase like "It's-a-Trap!" Keep your new password secret for your eyes only!

If your new password is not accepted, make sure it meets the following security requirements:
1. <u>Screening</u> - If *detected in a known data breach*, choose something different.
2. <u>History</u> - You will not be able to reuse an old password.
3. <u>Uniqueness</u> - Simple one word passwords or using your name is a no go.
4. <u>Length</u> - Make your passwords at least 16 characters long.
5. <u>Combination</u> - Include at least 3 different types of keyboard characters:
    Uppercase letters (A - Z)
    Lowercase letters (a - z)
    Numbers (0 - 9)
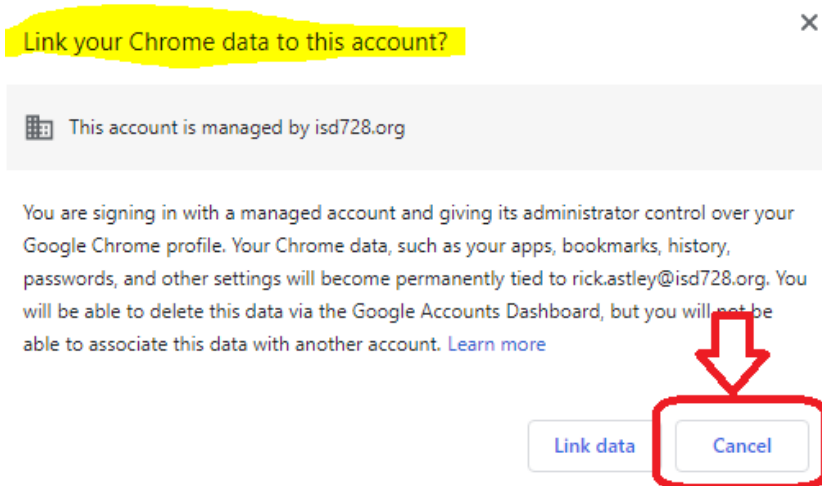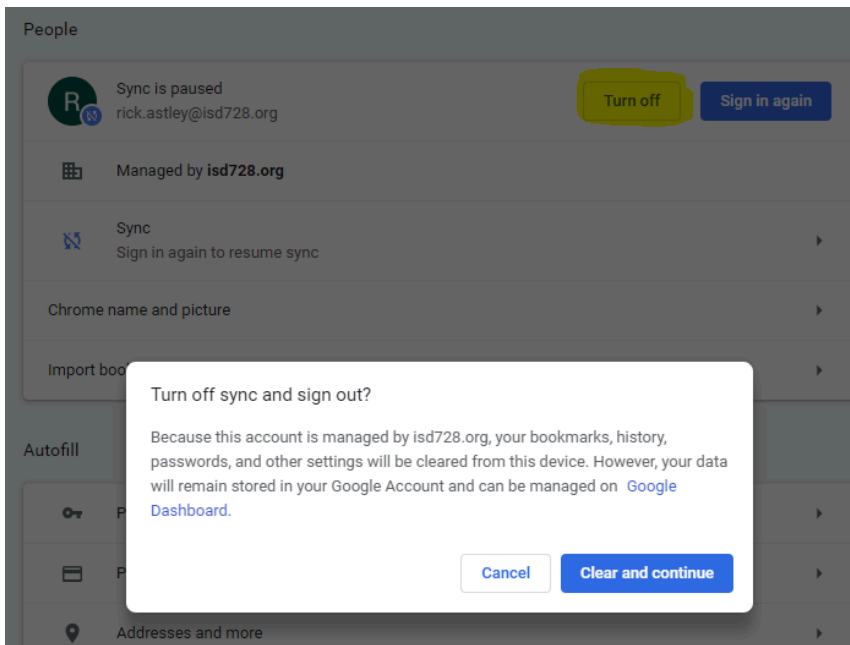   Symbols or Punctuation keys such as !, $, #, %, -, |, (or _
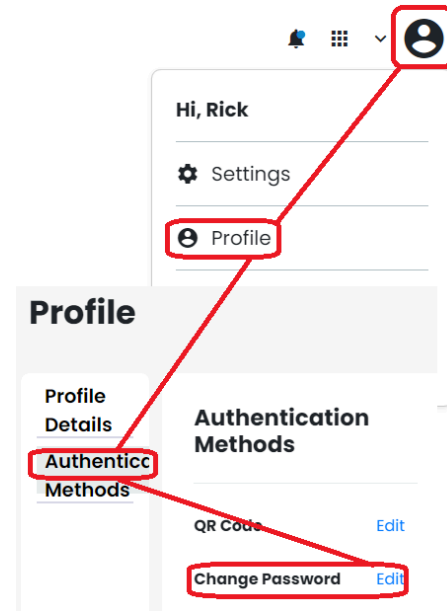
<u>After changing your password</u>
- Remember your new password. It may help to write it down on a slip of paper and keep it in your wallet or purse, or someplace where no one else would see it but you.
- **School provided Apple Mac computers need a reboot while on school wifi for the change to take full effect and may ask for your old password one more time, see Mac Computer help.** If your new password does not work, continue using your old password until back at school.
- Connected web systems use the new password right away, like Google, Infinite Campus, Schoology.
- Following the change, other systems or devices may error when using them. Open the error and enter the new password to continue. (Smartphone, tablet, chrome browser, etc)
- Other special systems may share the same username but have different passwords that will need to be changed separately when in those systems, such as Frontline or iObservation. SpedForm users, please visit here.
- Employee MFA Printed QR code users - Re-print your Printed QR code, old codes are inactivated by password change.

Please contact your building Technology staff for assistance as needed.

Hacked? If at anytime you are concerned that someone has access to your school or personal account, you can follow these steps to help protect yourself. Ask for help through a trusted friend or IT staff as needed.

1. Change your password - @isd728.org passwords can be changed through our My ISD 728 RapidIdentity Portal at URL https://apps.isd728.org. Sign in with your current password, choose Profile, then Change Password.

2. Manage who can access your Google Accounts:
    a. [MANAGE](#) which apps have access to your account, removing what you don't recognize or use anymore.
    b. [REVIEW DEVICES](#) signed into your account, removing those you don't recognize or use anymore.
    c. [Security Checkup](#) for additional advise on who may have access to your account.

3. Manage who can access your Chrome Web Browser Cloud data
    a. [RESET SYNC](#) to clear anything that might sync back from other devices.
    b. RESET Chrome Settings - follow instructions [here](#) (Chromebook users can logout and [remove account](#))
    c. For each device you use Chrome Web Browser with, Turn off Sync, then Sign in Again to finish clearing. If prompted to link data vs create new profile, choose create new or cancel instead of link.

People

R Sync is paused
   rick.astley@isd728.org   Turn off   Sign in again

⊞ Managed by **isd728.org**

⬚ Sync
   Sign in again to resume sync   ▶

Chrome name and picture   ▶

Import boo   ▶

Turn off sync and sign out?

Because this account is managed by isd728.org, your bookmarks, history,
passwords, and other settings will be cleared from this device. However, your data
will remain stored in your Google Account and can be managed on Google
Dashboard.

                                            Cancel   Clear and continue

Autofill

⚿ P   ▶

▭ P   ▶

◉ Addresses and more   ▶

Link your Chrome data to this account?   ✕

⊞   This account is managed by isd728.org

You are signing in with a managed account and giving its administrator control over your
Google Chrome profile. Your Chrome data, such as your apps, bookmarks, history,
passwords, and other settings will become permanently tied to rick.astley@isd728.org. You
will be able to delete this data via the Google Accounts Dashboard, but you will not be
able to associate this data with another account. Learn more

                                            Link data   Cancel

Doc URL https://goo.gl/wgWJjZ