Resetting Your Password with 360

Overview

The login screen makes resetting your password easy and secure.

Each tab on the login screen has a distinct link for resetting passwords for each account type.
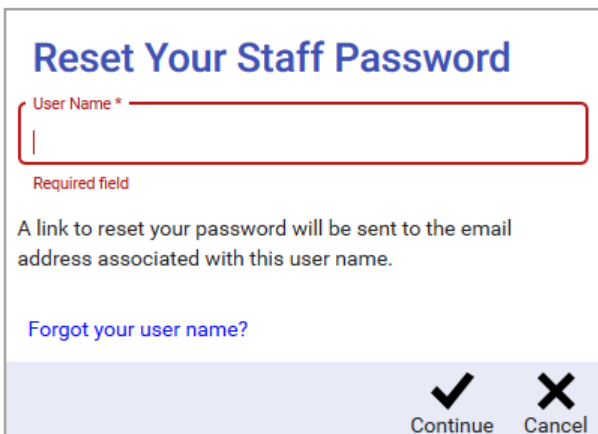
Forgot Password Links

On the login screen, the **Forgot Password** process allows a new password to be chosen.

Resetting account passwords is the same for staff, parents, and students. Select the appropriate tab before clicking the link. The Reset Your Password screens are specific to each user type and each has a separate link on its own tab.

To reset a staff account password, click the **Staff** tab and click **Forgot your staff Password?**


Enter the username and click **Continue**.

NOTE: If you are not sure of your username, click **Forgot your user name?** for assistance.

If a valid username was entered, the application sends an email to the address associated with the account. Click **Close** on this notification to dismiss it.

The received email has a link that allows the password to be reset. Open the email and click the link to change a password in SIS K12.
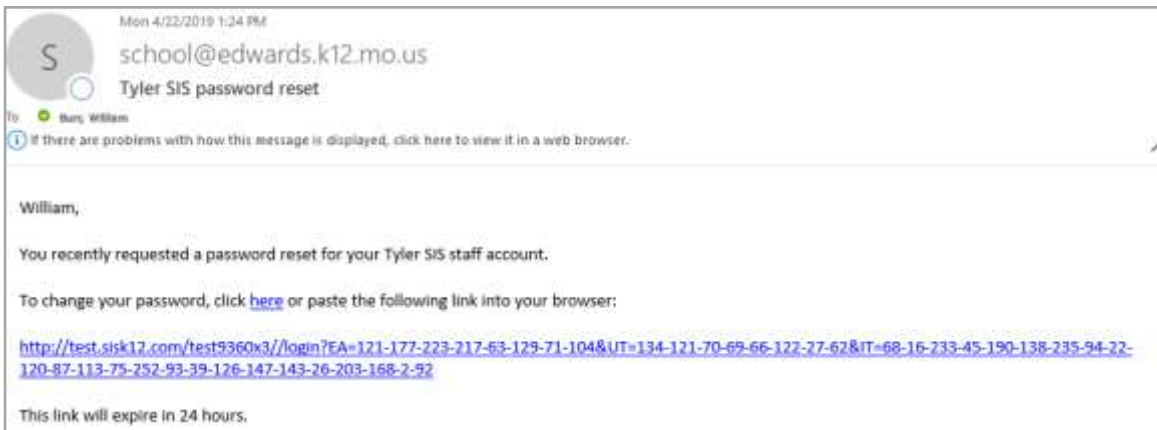
> **NOTE:** The link is only active for 24 hours.

Enter the new password twice and click **Save**.

If the password meets the requirements set in SIS K12, the password is updated and the user is logged in. Click **Dismiss** to dismiss the notification.

A confirmation email is sent once the password reset process is complete. If a message like the example above is received, the password has not been reset. Please contact the school district for assistance in recovering the account.

Mon 4/22/2019 1:32 PM

S school@edwards.k12.mo.us

Edwards School District Password Changed

To   ✓ Burr, William

William:

Per your request, we have updated your Edwards School District password.
If you did not initiate this request, please contact the school district.