

Staff – Change Your District Password in Webmanager

**You must know your current password to be able to change it. If you don't know it, create a Help Desk ticket.

1. Go to <https://www.siouxcityschools.org>

2. Click Staff

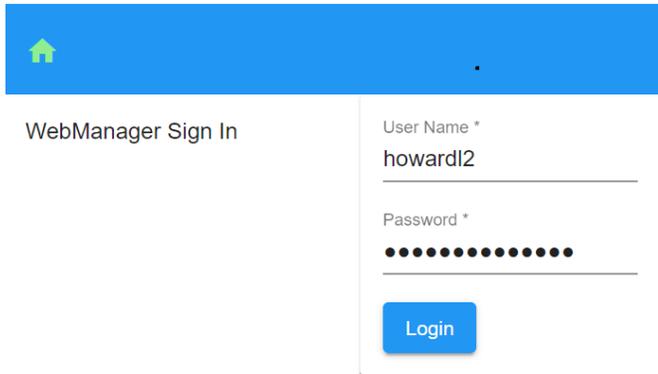


3. Scroll down to Tools for Success. Click All Staff. Scroll down and click ESC Time Off Requests (Web Manager)

Tools for Success

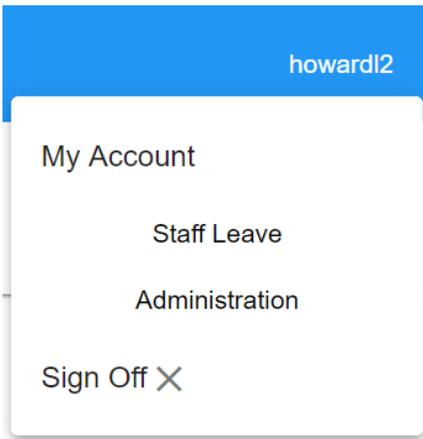
All Staff	Teachers	Administrators	
 Frontline Professional Growth	 Frontline Recruitment & Hiring	 Frontline Absence Management	 Finance Plus – Employee Access Center
 Smoothwall Login	 TimeClock Plus	 Safe Schools Training	 ESC Time Off Requests (Web Manager)

4. Log on with your District user name and current password



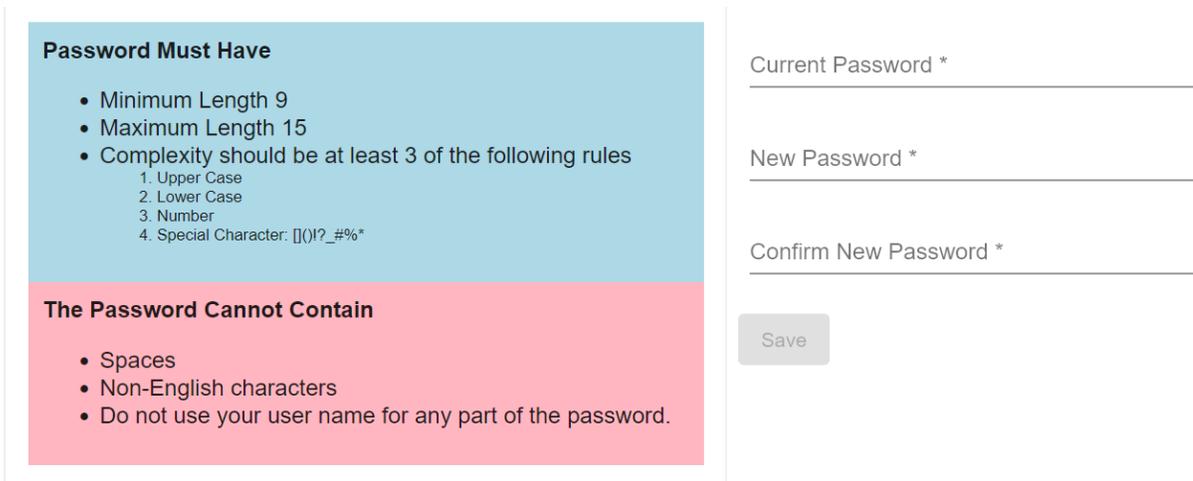
The image shows a 'WebManager Sign In' form. At the top left is a blue header with a home icon. Below it, the text 'WebManager Sign In' is on the left. On the right, there are two input fields: 'User Name *' with the value 'howardl2' and 'Password *' with masked characters. A blue 'Login' button is positioned below the password field.

5. In the upper right hand corner, click your username and click My Account



The image shows a user account dropdown menu. The top bar is blue with the username 'howardl2'. The dropdown menu is white and contains the following items: 'My Account', 'Staff Leave', 'Administration', and 'Sign Off X'.

6. Type your current password. Look at the password criteria below, type and confirm your new password. Click Save.



The image shows a password change form. On the left, there are two sections: 'Password Must Have' (light blue background) and 'The Password Cannot Contain' (pink background). The 'Password Must Have' section lists: Minimum Length 9, Maximum Length 15, and Complexity should be at least 3 of the following rules: 1. Upper Case, 2. Lower Case, 3. Number, 4. Special Character: [()!@_#%*. The 'The Password Cannot Contain' section lists: Spaces, Non-English characters, and Do not use your user name for any part of the password. On the right, there are three input fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. A grey 'Save' button is located below the input fields.

7. Your password may take up to 5 minutes to change. When you see the message “Synced Password”, restart your computer and log in with your new password.