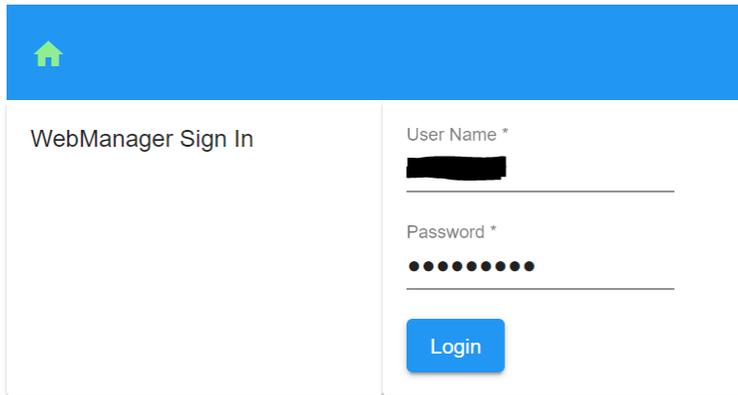


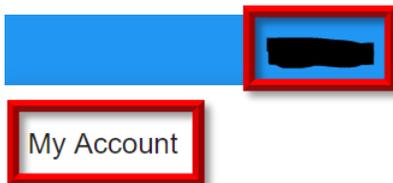
Change District Password

The Librarian or Library Assistant can look up your password and they can change it for you. If you want to change it, you must know your current password.

1. Open Chrome and type <http://webmanager> in the address bar and press the Enter key.
2. Type your user name and current password and click Login.



3. Click on your username on the top right of the page and click My Account.



4. Password criteria

Password Must Have

- Minimum Length 9
- Maximum Length 15
- Complexity should be at least 3 of the following rules
 1. Upper Case
 2. Lower Case
 3. Number
 4. Special Character: []()! ? _ # % *

The Password Cannot Contain

- Spaces
- Non-English characters
- Do not use your user name for any part of the password.

5. Type your current password, new password and confirm new password. Click Save.

Current Password *

New Password *

Confirm New Password *

Save

6. You'll see the message "Currently in Process of Changing Password". It should change to "Synced New Password. If it takes longer than 10 minutes, ask a Librarian or Library Assistant to change it for you.
7. Close Webmanager.