

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.**

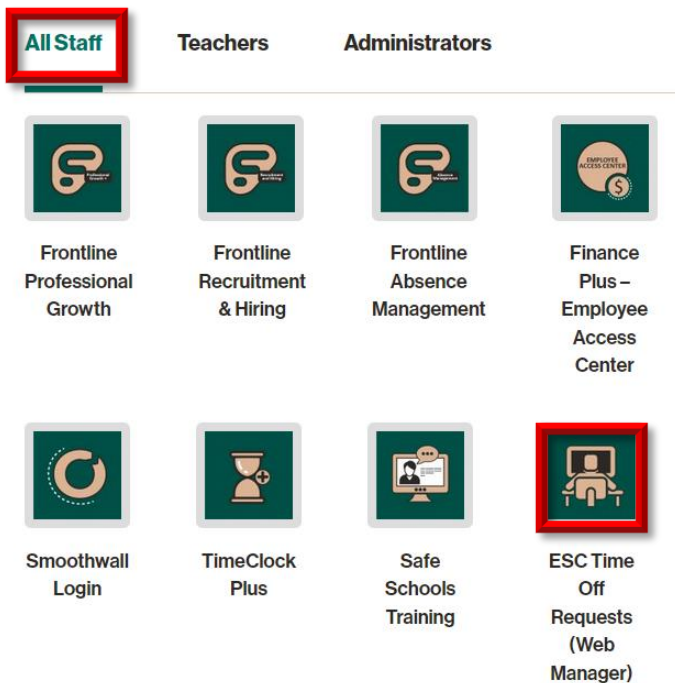
1. Go to <https://www.siouxcityschools.org>

2. Click Staff

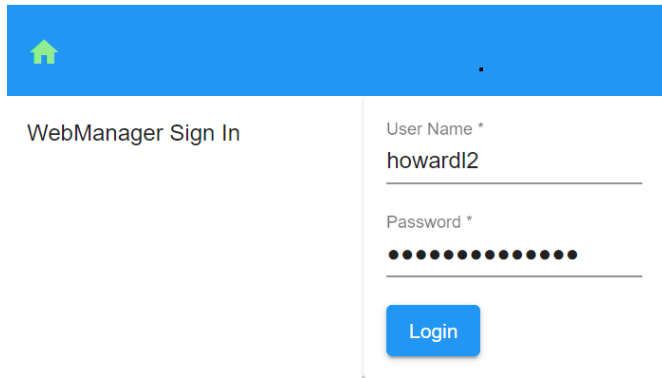


3. Scroll down to Tools for Success. Click All Staff. Scroll down and click ESC Time Off Requests (Web Manager)

Tools for Success

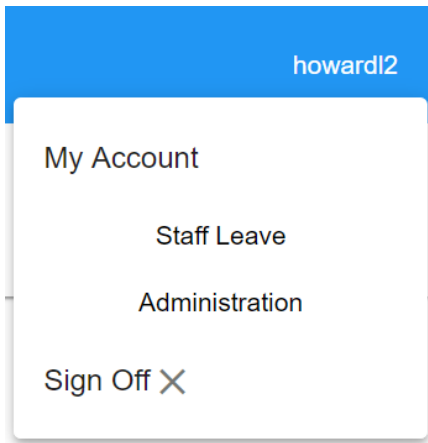


4. Log on with your District user name and current password



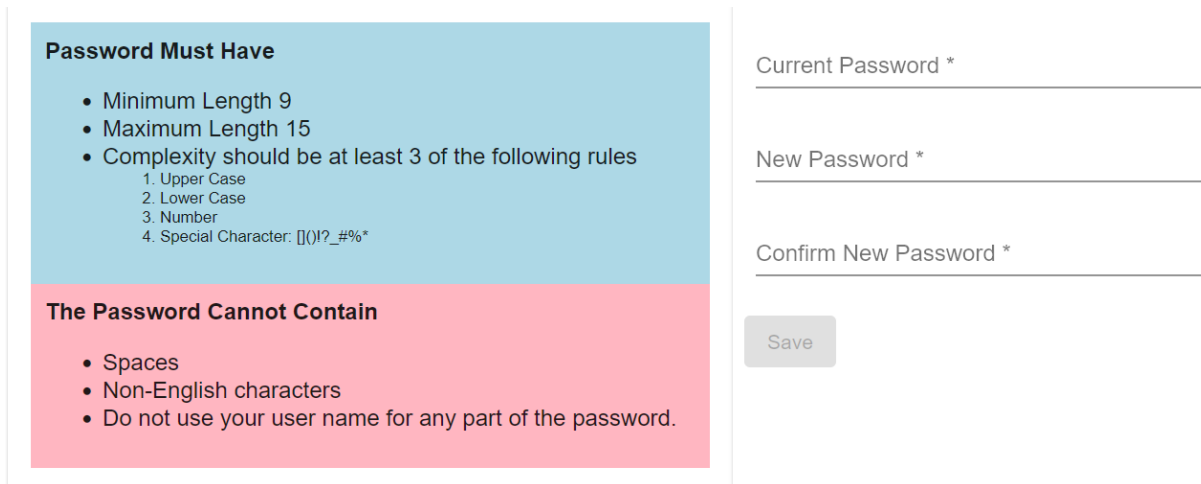
The image shows a 'WebManager Sign In' form. At the top is a blue header with a green home icon. Below the header, on the left, is the text 'WebManager Sign In'. On the right, there are two input fields: 'User Name *' with the text 'howardl2' and 'Password *' with masked characters (dots). Below the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

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'. Below it, a white dropdown menu is open, containing the following options: '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 colored boxes with password criteria. The top box is light blue and titled 'Password Must Have', listing: 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 bottom box is pink and titled 'The Password Cannot Contain', listing: 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 *'. Below these fields is a grey 'Save' button.

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.