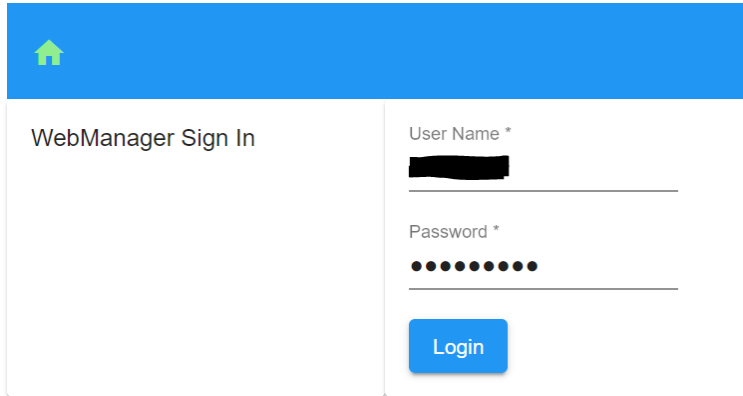


Change District Password

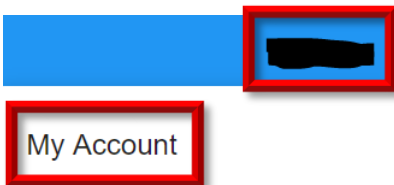
The Librarian or Library Assistant can look up your password and they can change it for you.

If you want to change it, you must know your current password.

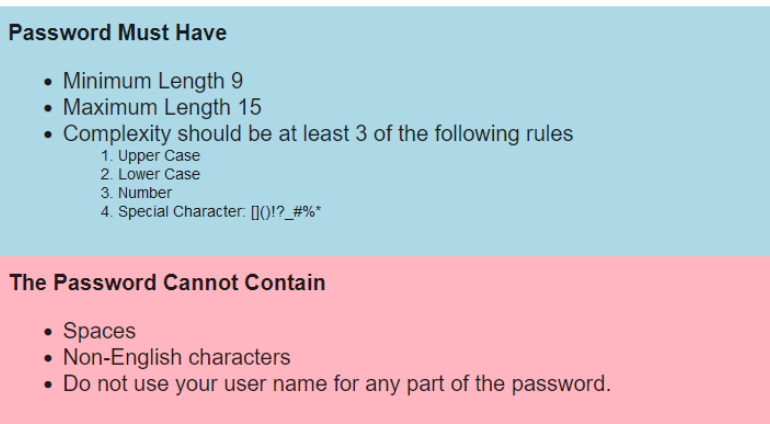
1. Open Chrome and type <http://webmanager> in the address bar and press the Enter key.
2. Type your user name and current password and click Login.

A screenshot of the WebManager Sign In page. It features a blue header with a home icon. The main content area is white and divided into two sections. The left section is titled 'WebManager Sign In'. The right section contains two input fields: 'User Name *' and 'Password *'. The User Name field has a blacked-out placeholder. The Password field has a series of dots. Below the Password field is a blue 'Login' button.

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



4. Password criteria

A screenshot of the password criteria box. It is divided into two sections: a light blue top section titled 'Password Must Have' and a light pink bottom section titled 'The Password Cannot Contain'. The top section lists four requirements: Minimum Length 9, Maximum Length 15, Complexity should be at least 3 of the following rules (Upper Case, Lower Case, Number, Special Character: []()! ? _ # % *), and the bottom section lists three restrictions: Spaces, Non-English characters, and 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.