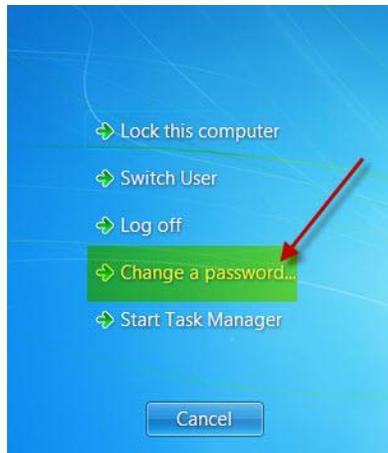


FACULTY PASSWORD RESET:

Here the instructions how to change your password.

1. Press Ctrl + Alt + Delete.
2. Press change Password.
3. Type Old password.
4. Type new password and confirm the password.
5. Press the arrow.



STUDENT PASSWORD RESET:

Chromebook or Google accounts:

- EMAIL Elizabeth.Butrick@ppsd.org or Kimberly.yeaw@ppsd.org
 - **The student's full name and student's ID**

Desktops or Laptop (network access)

- EMAIL Helpdesk@ppsd.org
- STATE the following:
 - Please reset the student's network password... student's name and student's ID.
 - Note: The reset may take time for a response because of the demands of the Technology helpdesk.

*To ensure all students are not losing instructional time, **please do not send students to the library with or without a computer/Chromebook for these issues.** We can quickly reset passwords electronically via email without interrupting instruction in your classes and the library.*