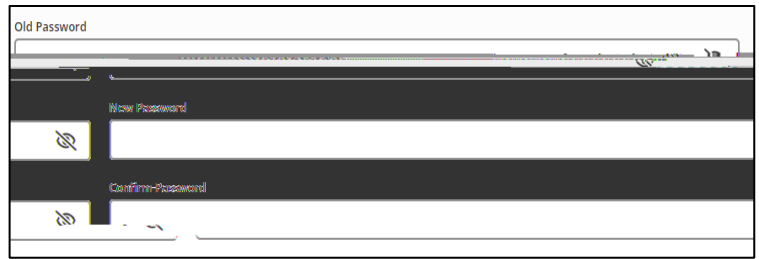




**At this screen you will type in the information needed to change your password.**

**Old password:** Use your existing or assigned password

**New password:**  
See criteria below



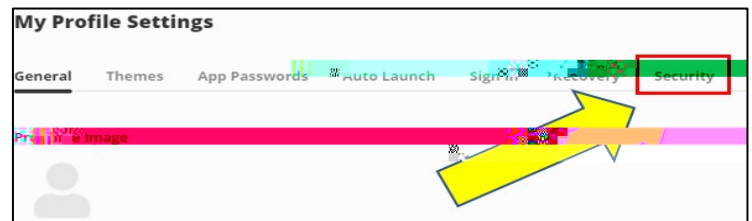
A screenshot of a password change form. It features three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Each field has a small icon to its left, likely for toggling password visibility. The form is set against a dark background.

**EXAMPLE:** #1dogSparky

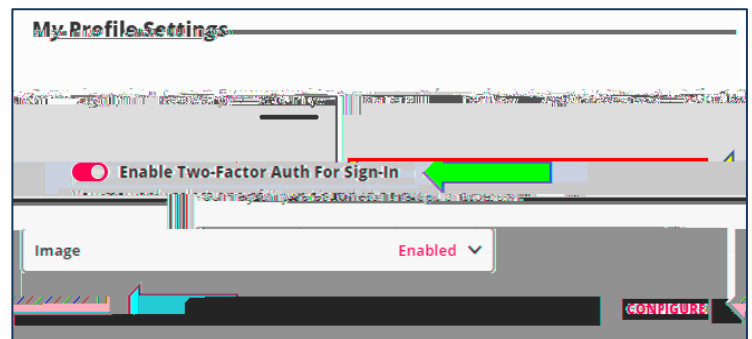
Not contain the user's account name or parts of the user's full name that exceed two consecutive characters  
Be at least eight characters in length  
Contain characters from three of the following four categories:  
English uppercase characters (A through Z)  
English lowercase characters (a through z)  
Base 10 digits (0 through 9)  
Non-alphabetic characters (for example, !, \$, #, %)



For added security we would like you to enable Two Factor Authentication. Click on the **'Security'** tab at the top.



Click the **'Enable Two-Factor Auth for Sign-In'** and toggle the switch to enable. Then click 'Configure' at the bottom to select a picture you would like to use as your second verification method to login. Once you have done that you can just X out of the screen in the upper right corner.

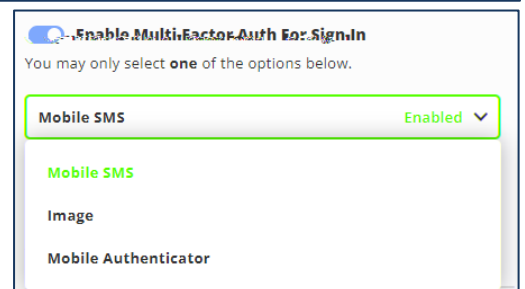


**You have 3 options:**

**Mobile SMS** – You receive a text with the code

**Image** – Select an image you like and use as your 2 factor authentication.

**Mobile Authenticator** – this is not an option and is disabled by default.



Contact the Technology Help Desk if you have any questions or need assistance by emailing, [help@d230.org](mailto:help@d230.org) or calling 708-745-5259.