

PASSWORD CHANGE

(directions for changing it AFTER the first time)

You will need to change your password monthly. You may get a warning prompt, and you may not. If you cannot login:

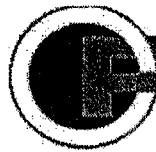
- Retype it, making sure you used the correct login and password (that you wrote on your Syrup Recipe sheet) with no typos. Make sure Caps Lock key isn't engaged. You can try it up to 2 times. If you try 3 times, then it will be revoked and you'll have to ask Victoria Allen at the central office to reset it.

- Check the date of your last password change that you wrote on your Syrup Recipe sheet. If it has been about a month, it is probably time to change it.

- Follow the steps as shown in these screen shots to change your password.

Type in: <https://password.doe.state.la.us> if no warning box appeared to get to PSync.

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P-SYNCH
The Total Password Management Solution

Louisiana Department of Education

Self-service login

Please enter your network login ID:

My login ID on:

Press to continue:

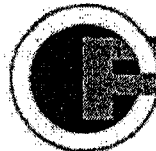
Login

Choose Windows

Type in your Login
E053###(with your 3
unique numbers

Administrator login

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Select an authentication method

Please select an action:

Use a password

Use password verification on selected target systems.

Answer personal questions

Use pre-defined personal question set.



Click here

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Verify password

Enter password for Windows:

Your Password:

Press to verify password: **Verify password**

Type in your current password

Click here

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What would you like to do?

Your last successful login was at 4/17/2007 10:29 AM.
You've had 0 failed attempts since your last successful login.

Passwords

[Pick a new password](#)

Click here

You last changed your passwords using P-Synch on 5/21/2007 2:39 PM, via transparent synchronization.

Accounts

[Add my login accounts](#)

You have registered 1 account(s) on 1 out of 4 target(s).

Identifying Information

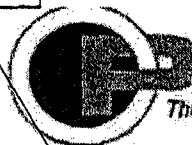
[Answer personal questions](#)

You have answered 2 question(s) (2 are required).

Logout

Type in new password

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PASS-SYNCH
The Total Password Management Solution

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Select a new password for: [redacted]

Select a new password for [redacted]

New password:

Confirm:

Change my password

Change these passwords:

[redacted]

Select all

Clear all

Type again

Can't think of a password?

Try one of these:

Your password must:

- have at least 6 characters!
- not be longer than 8 characters!
- not be your username with the letters rearranged!
- have no more than 2 pair(s) of repeating characters!

Click Change my Password

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Password change results:

..Done

All your passwords were changed successfully.

Target	Account	Password changed?	Error message (if any)
Windows		Yes	Password reset, and user account successfully unlocked

If you were logged into your workstation - log out now. You must log in with your new password to ensure that your workstation does not try to access anything on the network using your old password.

Close this window



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