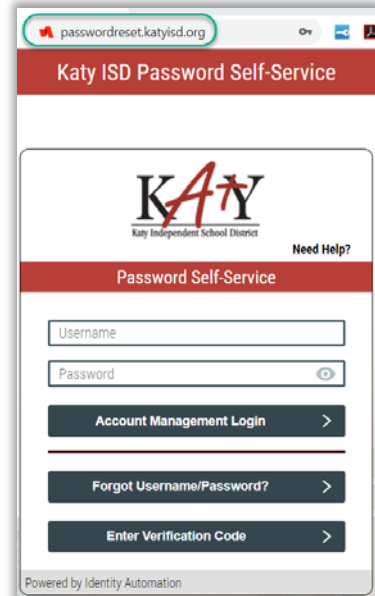# Password Self-Service

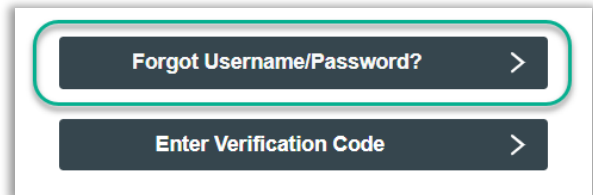## Staff: New Account Verification

Visit the Katy ISD Password Self-Service tool
Type the following web address into any web browser: **passwordreset.katyisd.org**

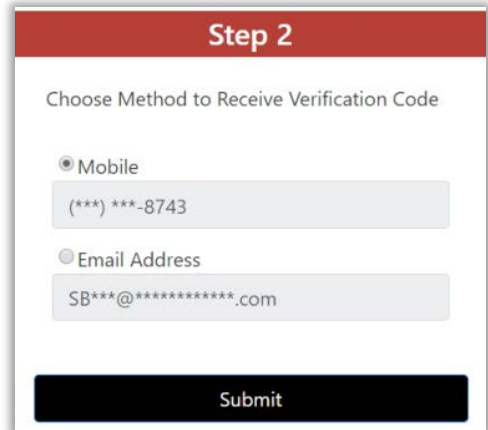| 1st Time User – verify account |
|---|
| To verify/claim your Katy ISD account, click on **Forgot Username/Password?** |
| Select **Password Reset – Text/Email**. |
| Enter the **username** located on the email you received from Katy ISD and/or Human Resources (this is the same as your Katy ISD ID number), then click **Submit**. |

Katy Independent School District

Choose how you would like to receive a verification code (**Text or Email**).
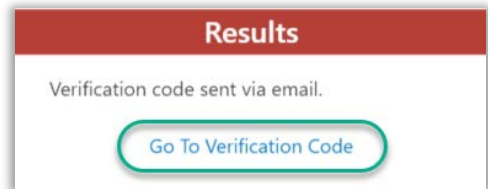
Step 2

Choose Method to Receive Verification Code

◉ Mobile

(***) ***-8743

○ Email Address

SB***@***********.com

Submit

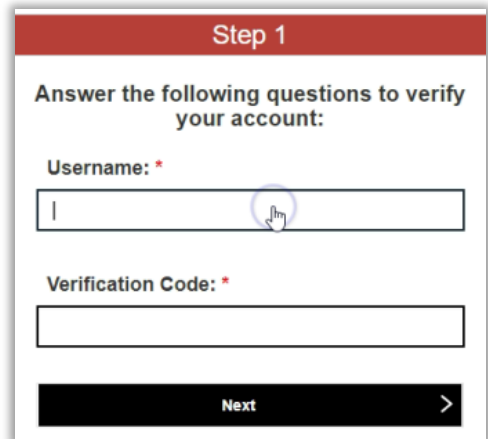Once your verification code has been received, click on **Go To Verification Code**.

Results

Verification code sent via email.

Go To Verification Code

Type in the **Verification Code** you received along with your username, then click **Next**.

Step 1

Answer the following questions to verify your account:
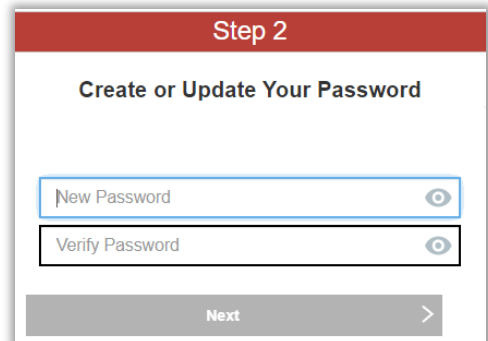
Username: *

Verification Code: *

Next ❯

Create a password. This will be the password you use for most Katy ISD applications as well as District computers.

Your password must meet these requirements:

- Must not contain spaces
- Cannot reuse prior passwords
- Must be 8 to 16 characters long
- **Contain** at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols

Step 2

Create or Update Your Password

New Password 👁

Verify Password 👁

Next ❯

Password Self-Service

Answer a minimum of **3 Security Questions** – to be used should you need to reset your password in the future.

The answer must contain a minimum of 5 characters.

	Not Accepted	Accepted
Color	Pink	Yellow
Car Model	Bug	Beetle
Place to Visit	Zoo	Playground

Password Creation Complete

Your password was successfully created. Answer at least 3 of the Security Questions below. These may be used in the future to access your account if you forget your password.

Security Questions

What is your favorite color?

Enter your answer

What is your favorite sports team?

Enter your answer

You will receive the following message when your account has been successfully verified.

Complete

Your security questions were successfully updated.

You have successfully claimed your account.