



Password Self-Service

Guardian: Change Password or Security Questions

Visit the Katy ISD Password Self-Service tool

From MyKaty Cloud, Search for the Password Self Service Tool. **Or** the following web address into any web browser: **passwordreset.katyisd.org**



Change Password or Update Security Questions

Enter your Katy ISD username and password, then click on **Account Management**.

Change Password or Update Security Questions

Using the drop-down arrow next to **your name**:

To create your security questions
Select **Reset Your Security Questions**, then make your question and answer selections. Click **Save**.



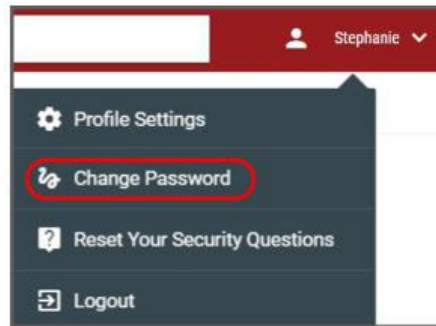
Password Self-Service

Change Password or Update Security Questions

Using the drop-down arrow next to **your name**:

To change your password

Select **Change Password**. Enter your current password, new password and confirm. Click **Save**.



A screenshot of the 'Change Password' form. The form has a title bar with a close button (X). Below the title bar, there is a section titled 'Guardian Password Policy' with a subtitle 'Password Policy for all Guardian Users'. It lists requirements: 'Must not contain spaces', 'Cannot reuse prior passwords', 'Must be 8 to 16 characters long', and 'Contain at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols (? ! % \$ @)'. Below this, there are three input fields: 'CURRENT PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD', each with a toggle icon. To the right of the input fields, there is a section titled 'Your new password MUST be:' with a radio button for '8-16 characters long'. Below that, there is a section titled 'Your new password MUST meet 3 of the following (0/3 met):' with three radio buttons: 'Minimum 1 uppercase letter', 'Minimum 1 lowercase letter', and 'Minimum 1 number'. Below that, there is a section titled 'Minimum 1 special character (? ! % \$ @)' with a radio button. At the bottom right, there is a section titled 'Do NOT use:' with a list of items: 'First Name', 'Username', 'Work Email', 'Last Name', and 'Restricted Patterns'. At the bottom of the form, there are 'Cancel' and 'Save' buttons.