

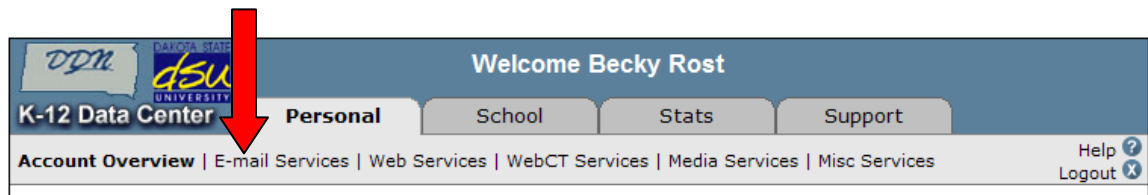
To change your password in the state email:

1. Go to the state email website <http://www.k12.sd.us/>
2. Click on the button *Member Sign-In* at the top right hand of the page.



The screenshot shows the homepage of the State of South Dakota K-12 Data Center. The URL is webmail.k12.sd.us. A red arrow points to the "Member Sign-In" button in the top right corner. The page features a navigation menu on the left with categories like E-mail Services, Web Services, WebCT Services, Misc Services, Support, and K-12 Data Center. The main content area includes the South Dakota K-12 Data Center logo, a Citi logo, and a message about the Digital Dakota Network providing services to students and educators. A button labeled "Access K-12 Web E-mail Interface" is visible at the bottom of the main content area.

3. Log in as usual with your username and password.
4. Click on the words *E-mail services* under the *Personal* tab.



The screenshot shows the user interface after logging in. The user is identified as "Becky Rost". The "Personal" tab is selected, and the "E-mail Services" link is highlighted with a red arrow. The navigation menu includes "Account Overview", "E-mail Services", "Web Services", "WebCT Services", "Media Services", and "Misc Services". There are also "Help" and "Logout" links in the top right corner.

5. Click on the *Change Password* link at the top right of the screen.

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6. Your new password must follow these requirements!

Password requirements for the State of South Dakota K-12 E-mail System include the following:

- Must be at least six characters in length
- Must not contain your User ID, first name, or last name
- Must 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-alphanumeric characters (e.g., !, \$, #, %)

Complexity requirements are enforced when passwords are changed.

7. Type in your new password and click the *Submit* button.

8. You will need to write this down in a safe place. Your password cannot be retrieved. If it is lost or forgotten, you will be assigned a new one.