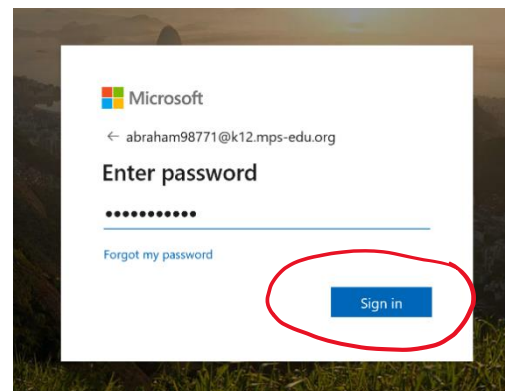
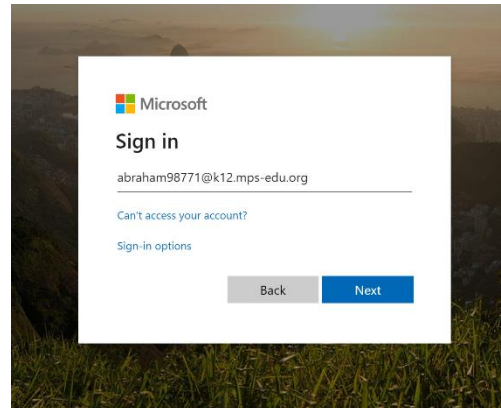


# Changing the Password for Your School Account

You Will need to know your old password to change it. If you have forgotten your password, [Click Here](#).

1. Click the link on the MHS website, or [Click Here](#)
2. When prompted at the Microsoft sign in page, students should enter their student email account (the same email you use to log into Chromebooks – first name and ID# @k12.mps-edu.org) and click **Next**.
3. Enter your password.  
(This is the same password you use to log into your Chromebook)
4. Click **Sign in**.
5. (If you are asked to “Stay signed in?” you may choose yes or no. **Do Not** choose yes unless you are using a trusted device)



6. You will be brought to a screen that asks you to enter your old password and then create a new password. You must enter the new password twice.

## Your New Password Must:

- Be 10 or more characters long
- Contain at least one Capital Letter
- Contain at least one number or symbol

## Your New Password May Not:

- Be a password you have used before or be too similar to a previous password
- Contain your first or last name
- Contain your Student ID number
- Contain the words “Panthers, Marlborough, Orange, or Black”

7. Click **Submit** to complete set up.