

Improve Your Password Security – ACTION NEEDED NOW

This document explains how to better secure your BCPS password. These instructions apply **ONLY to students who are still using the default initial password with a format of PMM/DD/YYYY**. The initial password includes each student’s birthday, and if this has not yet been changed, you must **immediately** change their password using the procedure below.

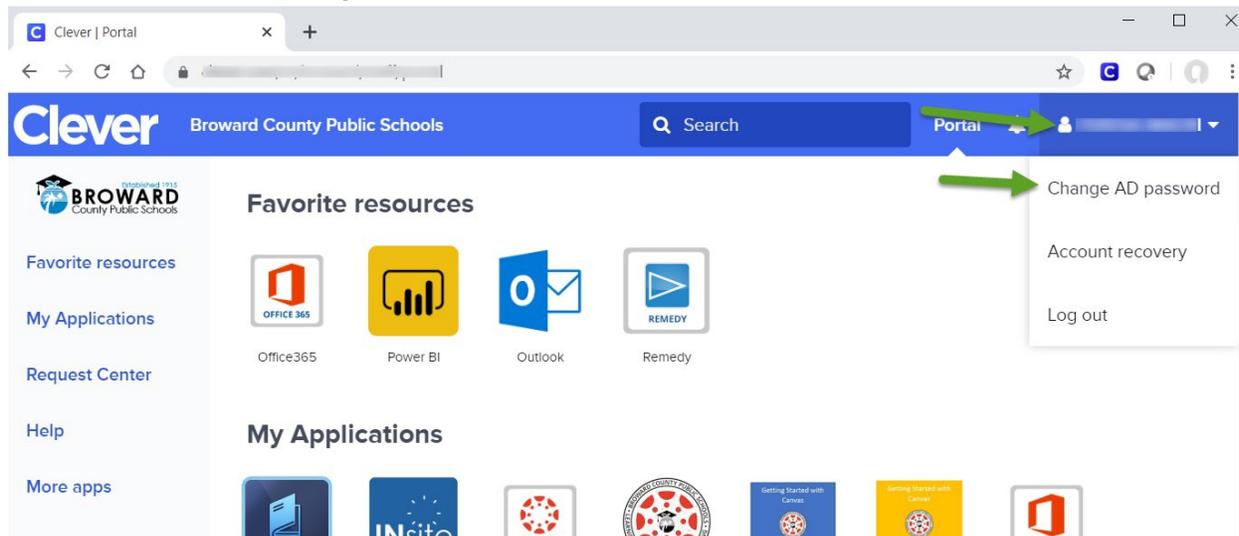
Please note that these instructions apply *anytime* you wish to change your BCPS online password. If you feel that your password may have been compromised, your password uses a piece of public information (such as your school location number), or you have shared your password with someone other than a parent or guardian, we encourage you to change your password now using these instructions.

INSTRUCTIONS

Step 1: Using any computer or phone (it does not have to be a District-issued computer), log onto <https://sso.browardschools.com>

Step 2: You should see the screenshot below. This is the “Clever SSO” page. Look on the top right (by the green arrows in the picture) for your name and click it to get the **Change AD Password** dropdown. Click the drop down, and please choose a new password that is complex (minimum 8 letters, numbers, or symbols, in either upper case or lower case). *See Screenshot 2 below for more information on creating a password.*

Screenshot 1 – Clever SSO Page



Step 3: Your BCPS online password is now changed! Whenever you access Clever SSO, or other BCPS applications, use this new password. If you have a newer laptop (one with a Windows login that starts with “06XXXXXXX@my.Broward schools.com”), you have this **one password for both Windows login AND online SSO applications**. However, if you have an older laptop, you will have to use your **OLD password** to login to Windows (to get on your computer) and the **new password** to login to online SSO applications until you return physically to school.

Remember, the safest practice is to change your password from time to time (e.g., approximately every school year).

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Screenshot 2 — Password Requirements

Set AD Password [X]

The password will need to meet your requirements. [See requirements.](#) Click here to see password requirements

Ada Lovelace

NEW PASSWORD REQUIRED [Show](#)

CONFIRM NEW PASSWORD REQUIRED [Show](#)

[Cancel](#) [Set new password](#)

NOTES

If you use a personal device, you'll use that new password from this point forward when accessing your SSO and other online resources. If you saved your password in the browser, you will need to update the saved password. See page 3 for various messages that might appear regarding the updated password and the actions that should be taken.

If you use a newly-issued school device with the new login window — the one with a username that looks like an email 06XXXXXXX@my.browardschools.com when you first boot it up — your new password should be used. Remember the password you chose in SSO, you'll use it from this point forward both in the initial Windows login and in your SSO and other online resources. If you saved your password in the browser, you will need to update the saved password. See page two for various messages that might appear regarding the updated password and the actions that should be taken.

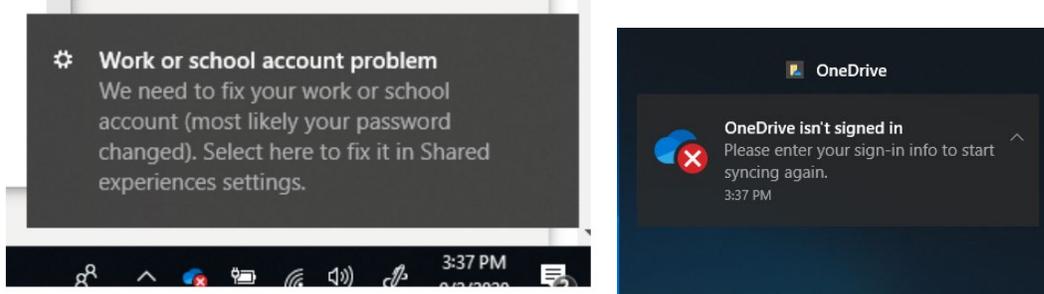
SPECIAL NOTE – Some Laptops Will Require 2 Passwords

If you use a laptop issued with the older login window — one where you just enter your 06 number into the username when you first boot it up — then you have one more step. Your original password will remain stored on the local system and will need to be used **at the Windows login** until you are able to get back to campus. The first day you are back on campus, please reboot the laptop. Once the laptop connects back to the BCPS WiFi with your newly selected password, the stored password will be updated to the new one you chose in SSO. Until that time, you will have TWO passwords to remember. You will use your old password at boot up to get into the computer and then when you connect to SSO, you will use the updated password recently chosen. If you saved your password in the browser, you will need to update the saved password. See page three for various messages that might appear regarding the updated password and the actions that should be taken.

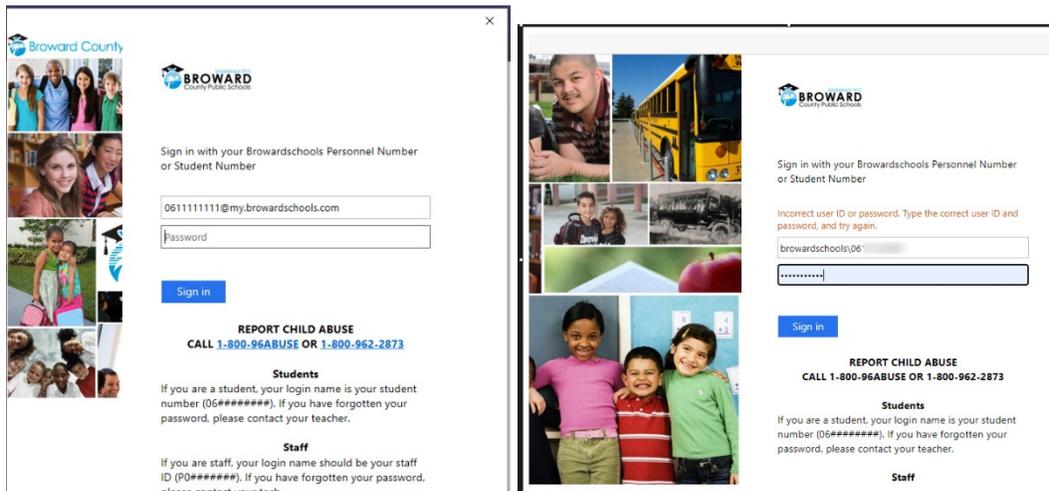
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You will get various messages about updating your password, they are listed below along with your actions for each:

You can ignore these first two messages; we'll be fixing them in the next steps:



Enter your newly chosen password when either of these pops up:



If you saved a password, you may see an orange “Incorrect user ID or password...” error, that is expected, enter the new password and click sign in

In the browser, when you click on items on your SSO page, only the first time, you may have the old password stored and it will prompt you for the newly created password. If you saved the password in the browser, you may get a message to update the saved password, you can click Update.

