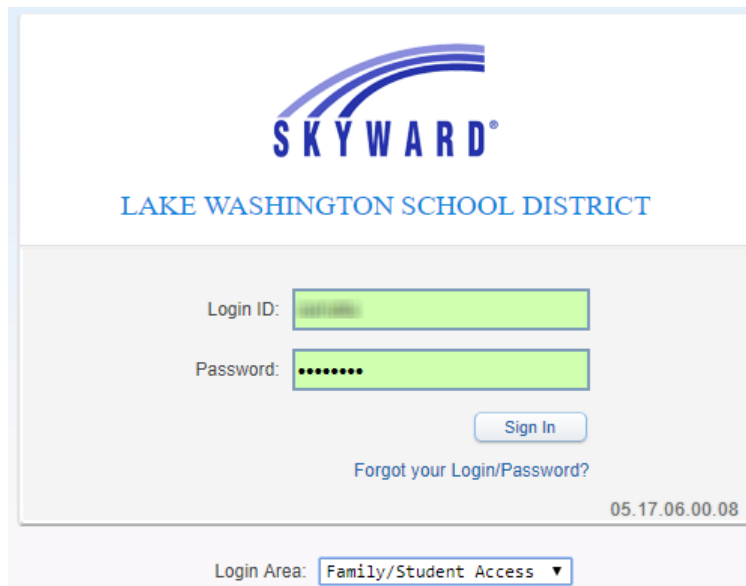


Email to students:

Starting Wednesday, September 13 at 8 a.m., all Lake Washington School District students will be required to reset their Skyward Family Access password. The system will no longer automatically log you in once you have signed on to the Student Portal. This new password will be unique to the Skyward system and you will need to make note that your login ID is different than your Lake Washington School District login. This change will help to ensure access and enhanced security of all Skyward accounts in our system.

Here’s what will happen the next time that you log on to Skyward:

- 1) Instead of your normal screen, you will see a Skyward login screen that will be pre-populated with your Skyward username and (masked) password. You will not need to enter your username and password. Instead, click the “Sign In” button to log in to Skyward.



- 2) Once you click “Sign In”, you will be presented with the screen below.

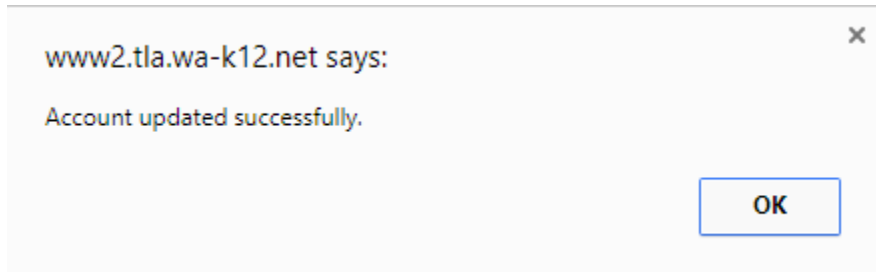
Insecure Password
Your password is insecure. Please enter a new password.

Name: [REDACTED]
Login: user@lwsd.wa.edu
New Password: [REDACTED]
Confirm New Password: [REDACTED]

Number of Numeric Characters Required:
Number of Special Characters Required:
Minimum Password Length:
Number of Passwords Before Reuse:

Name Used As: SECURITY USER
EMERGENCY CONTACT
GUARDIAN
STAFF
VENDOR
VENDOR ORDER FROM
EMPLOYEE

- 3) Enter a new password in the field provided, and then confirm that password. Please note: Passwords should be at least 10 characters in length and should contain at least one character and one number. Though not required, we do encourage you to set-up a strong password. Strong passwords are comprised of ten or more characters that must include one capital letter, one lowercase letter, one number and one special symbol (!@#\$%^&*+=). Click "Submit."
- 4) You should then see the below screen:



- 5) You should then be able to proceed to Skyward as normal.