



Changing your Password

The first time you log on to Infinite Campus you will be asked to change your password.

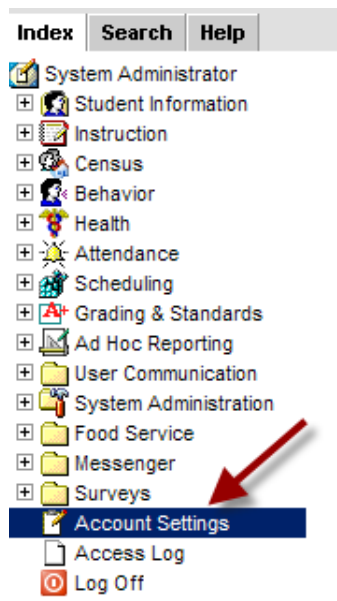
A screenshot of a web form for changing a password. It has a light gray background. On the left side, there are four labels: "Old Password", "New Password", "Verify New Password", and "Hide Banner". To the right of each label is a white text input box. The "Old Password" box is empty. The "New Password" and "Verify New Password" boxes are also empty. Below the "Verify New Password" box is a checked checkbox labeled "Hide Banner". At the bottom center of the form is a button labeled "Save Changes".

1. Enter your existing password in the **Old Password** textbox
2. Choose a new password and enter it in the **New Password** textbox
3. Verify your new password by reentering it in the **Verify New Password** textbox.

Notice the check box labeled **Hide Banner**. Checking this box will hide the Infinite Campus banner across the top of the webpage giving you more working area on the page. It is a good idea to check this box. The change will not take effect until the next time you log onto Infinite Campus.

Select <**Save Changes**> to register your new password in Infinite Campus.

You may be asked in the future to change your password. When this happens, the screen above can be generated in Infinite Campus by activating the **Index** tab in the left navigation panel of Infinite Campus and selecting **Account Settings** near the bottom of the list.



Note: Your index list may appear different than the one pictured above.

If you forget your password, see your building coach.