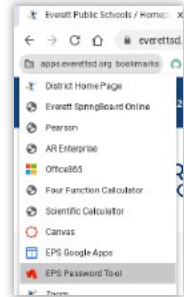


Elementary Student Password Update

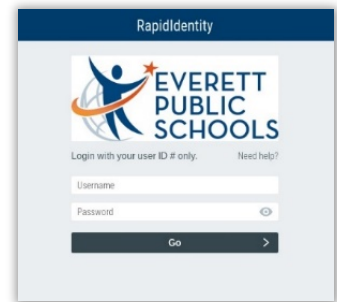
After you are already logged in to your Everett Public Schools Chromebook you can begin changing your password.

If you are not using a school district device – on your personal device you can go to <https://arms.everett.k12.wa.us/> and follow only steps B-C

- A. From a Chromebook, choose from Managed Bookmarks or *apps.everettsd.org* bookmarks from the top-left of the Chrome browser. Then choose **EPS Password Tool**.

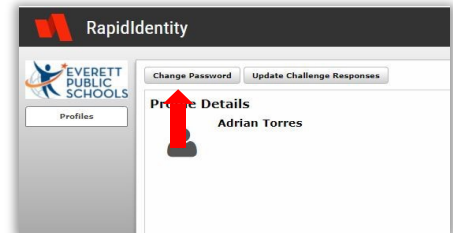


- B. If the Rapid Identity screen appears: Insert **student ID** for the Username
Insert **district student password** for the Password



- C. Once signed into Rapid Identity, choose **Change Password** from the top-left above your name.

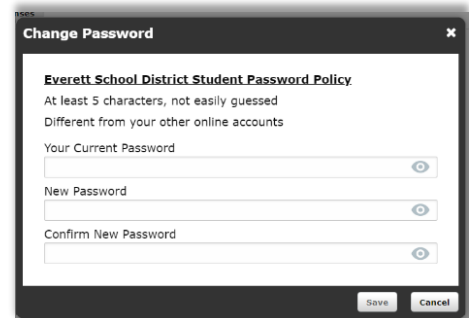
Elementary students DO NOT have challenge responses – ignore that tab.



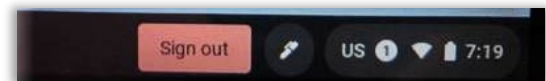
On the Change Password screen

Document your old password as it will be needed one more time before completing the update process from home.

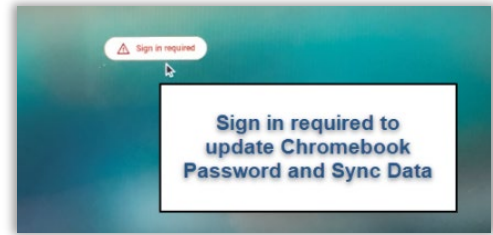
1. Insert your **current password** on the top
2. Insert your **new password**.
3. Enter twice for confirmation.
4. Click **Save**



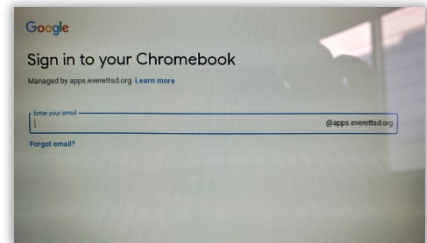
- D. After saving Sign out on Chromebook. You can wait or select Sign out now



- E. Complete the next sequence of steps right away to complete the password update process.



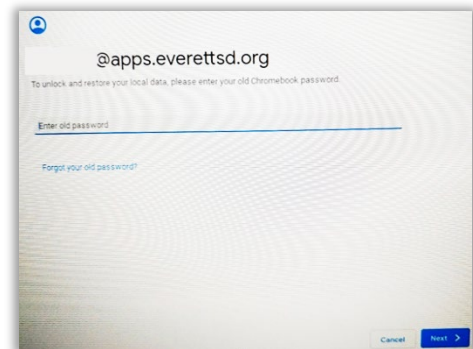
- F. Type in student's ID number and select Next.



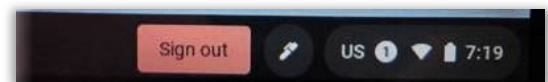
- G. Insert **student ID** for the Username and your newly-created password for the Password. If you accidentally enter your old password you will see Authentication failed.



- H. **Completing password update: Signing back in using Old Password**



- I. Sign out again and your new password and data will all be updated.



Note: You may see this notice based on timing but signing out and back in should fully sync student data.

