

Resetting your password

Prior to your password expiring, you can easily reset it.

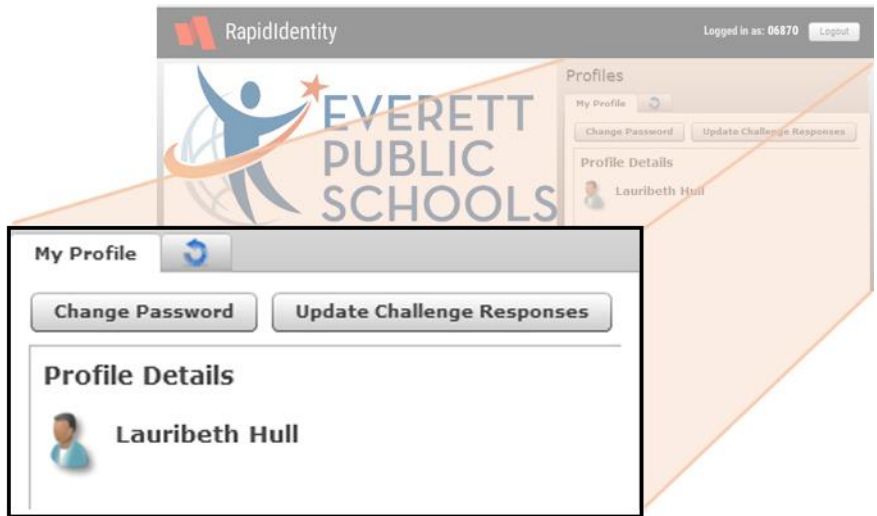
Go to <https://arms.everett.k12.wa.us/>



The image shows the login page of the RapidIdentity system for Everett Public Schools. At the top, it says "RapidIdentity". Below that is the school's logo and name. There are two input fields: the first contains the number "02198" and the second contains a series of asterisks representing a password. A "Login" button with a right-pointing arrow is below the password field. At the bottom, there is a "Forgot My Password" link with a right-pointing arrow. The text "Powered by Identity Automation" is at the very bottom.

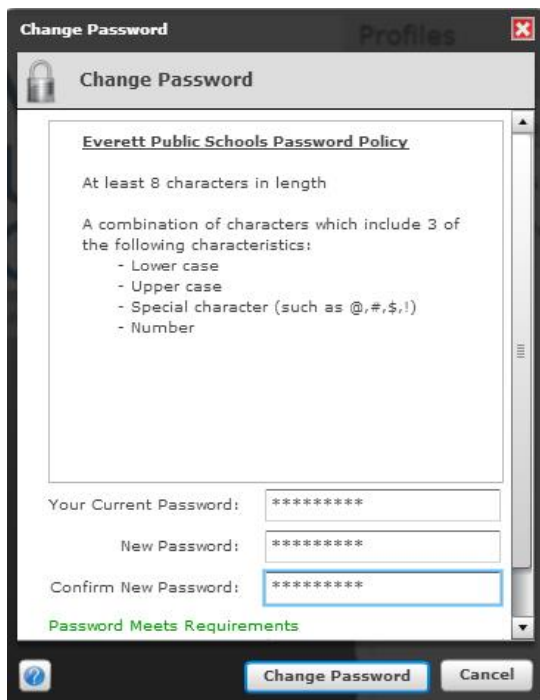
Enter employee number as username
Enter password
Click *Login*

Your first time in you will be asked to set challenge questions.



The image shows the "My Profile" page in the RapidIdentity system. At the top, it says "RapidIdentity" and "Logged in as: 06870" with a "Logout" button. The school's logo and name are prominently displayed. Below the logo, there are two buttons: "Change Password" and "Update Challenge Responses". Underneath these is a section titled "Profile Details" which shows a user profile for "Lauribeth Hull".

Click *Change Password*



The image shows a "Change Password" dialog box. At the top, it says "Change Password" and "Profiles". Below that is the "Everett Public Schools Password Policy" section, which lists requirements: "At least 8 characters in length" and "A combination of characters which include 3 of the following characteristics: - Lower case, - Upper case, - Special character (such as @, #, \$, !), - Number". Below the policy are three input fields: "Your Current Password:" with asterisks, "New Password:" with asterisks, and "Confirm New Password:" with asterisks. At the bottom, there is a green message "Password Meets Requirements" and two buttons: "Change Password" and "Cancel".

Enter Current Password
Enter New Password
Confirm New Password

If your new password meets the password policy and has not been used previously the words *Password Meets Requirements* will display and the button, *Change Password* will activate.

Click *Change Password*

PASSWORD HELPFUL HINTS

What is a strong password?

While experts differ on their opinion of a strong password, if you stick to these rules of thumb, your passwords will be plenty strong. There are six main characteristics of a strong password:

1. Upper case letters
2. Lower case letters
3. Special characters (such as 1, @, #, \$, %, ^)
4. Numbers
5. No dictionary words
6. At least 8 characters long

Using dictionary words will have your password cracked in less than 2 minutes with most free password cracking software(s)!

NEVER

1. Use online banking password for other personal sites such as Facebook, etc.
2. Write your password down and leave unprotected.
3. Use your name in your password.
4. Never use seasons, pet's names, months, relative's names, etc.
5. Share your password with anyone. If you suspect someone knows your password, change it!

Strong passwords will help you protect your personal information from evil doers.

Mnemonics

Use mnemonic devices to create and remember unique passwords. Pick a favorite saying, song, place, hobby, movie, book, etc. and use letters to create a password. You should also replace letters for numbers or symbols for added strength. Here are some examples:

- SW_e6_RotJ (Star Wars: Episode 6, Return of the Jedi)
- Myd6@mha (My dog ate my homework again)
- Pwli6h5t5 (People who live in glass houses, shouldn't throw stones!)
- Myd06s@ml! (My dogs are my life!)
- l^2gf5&C (I love to golf, fish, swim & cook)
- C@Sb14n{a (Casablanca)

Easily interchangeable characters: (Use shift + a number for even more options!)

E = 3	A = @ or 4	S = 5 or \$	L = 7 or 1	G = 6	B = 8
O = 0 or ()	V = ^ or √ (forward & backward slash)	C = { or [W = √√ (slashes)		