

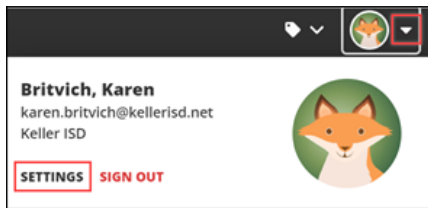
KISD staff will use these instructions to change their network password and/or security questions. You will be required to restart your computer after you change your password. **It is recommended that you save and close any documents prior to beginning this process.**

Login

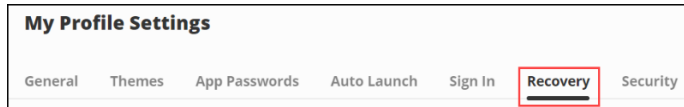
1. **LOGIN** to [KCloud](#).

Password Recovery

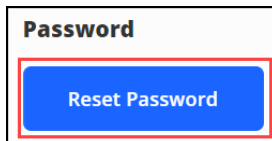
1. In K-Cloud, click the drop-down arrow beside your **PROFILE AVATAR** in the top right corner of the screen, then click **SETTINGS**.



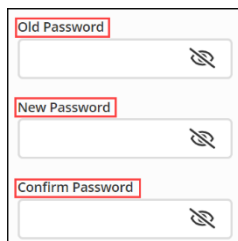
2. Select the **RECOVERY** tab.



3. Click **RESET PASSWORD**.



4. Enter your **OLD PASSWORD**, **NEW PASSWORD**, then **CONFIRM PASSWORD**.
 - a. Your new password cannot be a password that you have used in your last five password changes
 - b. Your new password must contain a minimum of 8 characters including 1 number, 1 uppercase letter, 1 lowercase letter, and 1 special character

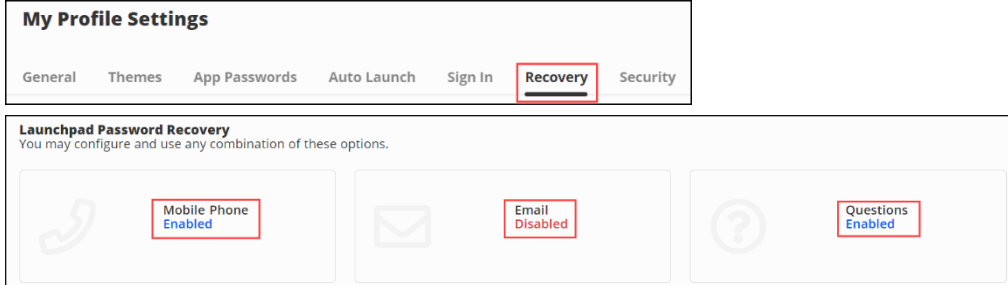
A screenshot of the password recovery form. It has three input fields: "Old Password", "New Password", and "Confirm Password". Each field has a red box around its label and a toggle icon to the right.

5. Click **SAVE**.



Security Questions

1. Select the **RECOVERY** tab. Within this tab you can click any of the options to configure your **COMMUNICATION PREFERENCES**.



My Profile Settings

General Themes App Passwords Auto Launch Sign In **Recovery** Security

Launchpad Password Recovery
You may configure and use any combination of these options.

Mobile Phone Enabled Email Disabled Questions Enabled

2. Select your **COMMUNICATION PREFERENCE(S)**, enter the required information for each selection, then **SAVE** each selection.
 - a. Mobile Phone - when enabled, your mobile phone number will be used to send a password recovery text message
 - b. Email - when enabled, your email address will be used to verify that you own your account
 - c. Questions - when enabled, the security questions you selected will be used to confirm your identity