

# Password Self-Service

## Staff: Change Password or Security Questions

### Visit the Katy ISD Password Self-Service tool

From MyKaty Cloud, Search for the Password Self Service Tool. **Or** the following web address into any web browser: [passwordreset.katyisd.org](https://passwordreset.katyisd.org)



### Change Password or Update Security Questions

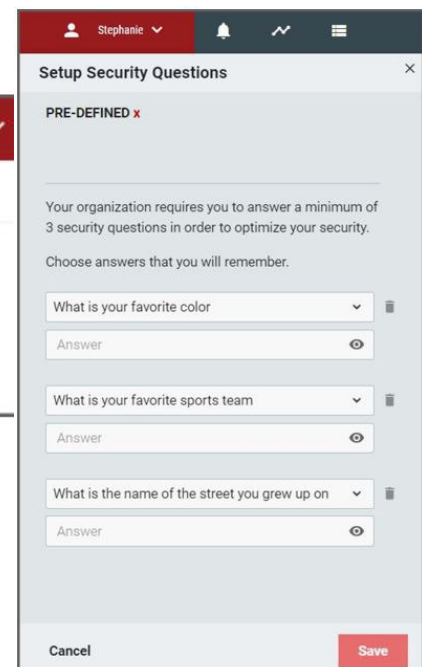
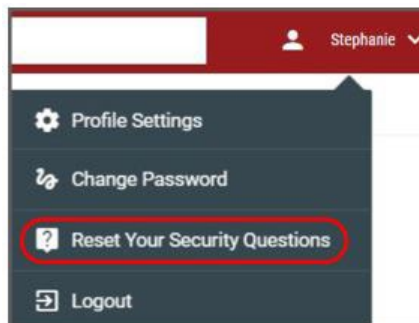
Enter your Katy ISD username and password, then click on **Account Management**.



### Change Password or Update Security Questions

Using the drop-down arrow next to **your name**:

**To create your security questions**  
Select **Reset Your Security Questions**, then make your question and answer selections. Click **Save**.



## Change Password or Update Security Questions

Using the drop-down arrow next to **your name**:

### To change your password

Select **Change Password**. Enter your current password, new password and confirm. Click **Save**.

A screenshot of the 'Change Password' dialog box. The dialog box is titled 'Change Password' and contains a 'Staff Password Policy' section. The policy lists requirements: 'Must not contain spaces', 'Cannot reuse prior 20 passwords', 'Must be 8 to 16 characters long', and 'Your new password MUST include the following: uppercase letters, lowercase letters, numbers'. It also lists items to avoid: 'First Name', 'Username', 'Work Email', 'Last Name', and 'Restricted Patterns'. Below the policy, there are input fields for 'CURRENT PASSWORD' and 'NEW PASSWORD'. The 'NEW PASSWORD' field has a 'Your new password MUST be:' section with requirements: '8-16 characters long', 'Minimum 1 uppercase letter', 'Minimum 1 lowercase letter', and 'Minimum 1 number'. There are 'Cancel' and 'Save' buttons at the bottom.