Password Self-Service

Staff: New Account Verification

Visit the Katy ISD Password Self-Service tool

Type the following web address into any web browser:
passwordreset.katyisd.org

1st Time User – verify account

To verify/claim your Katy ISD account, click on Forgot Username/Password?

Select Password Reset – Text/Email.

Enter the username located on the email you received from Katy ISD and/or Human Resources (this is the same as your Katy ISD ID number), then click Submit.
Choose how you would like to receive a verification code (Text or Email).

Once your verification code has been received, click on Go To Verification Code.

Type in the Verification Code you received along with your username, then click Next.

Create a password. This will be the password you use for most Katy ISD applications as well as District computers.

Your password must meet these requirements:
- Must not contain spaces
- Cannot reuse prior passwords
- Must be 8 to 16 characters long
- Contain at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols
1st Time User – verify account, continued

Answer a minimum of 3 Security Questions – to be used should you need to reset your password in the future.

The answer must contain a minimum of 5 characters.

<table>
<thead>
<tr>
<th></th>
<th>Not Accepted</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>Pink</td>
<td>Yellow</td>
</tr>
<tr>
<td>Car Model</td>
<td>Bug</td>
<td>Beetle</td>
</tr>
<tr>
<td>Place to Visit</td>
<td>Zoo</td>
<td>Playground</td>
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You will receive the following message when your account has been successfully verified.