Student Password Change Method I

To maintain account security, it’s important that you change your TUSD password to something other than your Student ID (matric) number. Please follow the steps below if you have not already changed your password.

Possible Application Access Delay After Reset: Please be aware that after you reset your password following the steps below, there may be a lag of as much as 20 minutes before the new password works on certain applications such as StudentVUE and School City. Please allow for this time before you attempt to log on to those applications.

1. When you log in to a TUSD device:
   o **User Name:** Full school email address including the @s.tusd1.org portion and 10-digit Student ID (Matric) number. For example, 1300101011@s.tusd1.org
   o **Password:** 10-digit Student ID (Matric) number

2. On the TUSD device or on a personal device, open a web browser (Google Chrome or Microsoft Edge will both work).

3. Type “office.com” in the address bar and press ENTER.

4. **Sign in:** Type your full school email address including the @s.tusd1.org portion (for example, 1300101011@s.tusd1.org) and click “Next.”

5. **Password:** Type your 10-digit Student ID (Matric) and click “Sign in.”

6. Once the Office Portal loads, click your avatar icon in the top right corner.

7. Click **My Account**.

8. The **My Account** page will load. Click **Password** from the left menu column of this screen.

9. The **Change Password** page will load.

10. Type your old password. This is your Student ID/Matric number at the beginning of the school year.

11. Then create and confirm new password.

   **Password Length:**
   - Grades PS – 5: Minimum 4 characters
   - Grades 6 – 12: Minimum 8 characters

   **Password Complexity Recommendations (Grades 6-12):** Make sure to use a CAPITAL letter, number (1,2,3,4,5) and a special character (!,@,$,%,&,?) to create a secure password.

   Please REMEMBER your password. Write it down if you must and keep it in a safe place you can reference later.

12. Finally, click **Submit**.

13. If you receive an error message trying to change your password in Office 365, try this [alternative method](#).