Getting Started – Password Reset Instructions

1) Open a web browser. Google Chrome or Microsoft Edge will both work. Type “office.com” on the address bar (pictured below), then hit “enter” on your keyboard.

2) Type in your full school email address including the @s.tusd1.org portion. For example, 13001010110@s.tusd1.org and then click “Next”

3) Confirm your school email address and type your password. As a reminder, this will be your Student ID/Matric at beginning of the school year. Click “Sign in” after.
4) Once the Office Portal loads, click your avatar icon in the top right corner like the picture below, a drop down will appear. Then click on "My account" to move to the next step.

5) A new page will load, click “Password” from the left menu column of the My Account screen.

6) The password reset page will load.

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

8) 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. Confirm your new password and click “submit” when you are finished. Your password will then be changed. Thanks for help keeping your account safe and secure!

9) Click “Submit”.
10) Once you have done this, you can log into Clever here
11) Please feel free to visit http://www.tusd1.org/ for the latest on offerings from TUSD.
   Visit http://www.tusd1.org/LearnFromHome for instructions on logging into Clever, Zoom, and Teams.