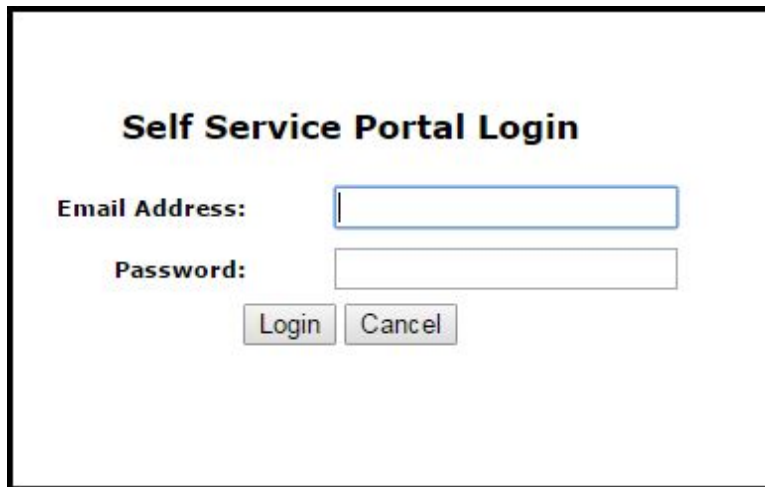


How to Change Your Gmail Password.

You must be on the Lee County Schools network to change your password. The password must be minimum 8 characters, at least one uppercase, one lower, and one number.

1. Click on this link. <http://pwmanage.lee.k12.nc.us/selfservice/login.php>
2. You will be taken to this input window.



The screenshot shows a web form titled "Self Service Portal Login". It contains two input fields: "Email Address:" and "Password:". Below the fields are two buttons: "Login" and "Cancel".

3. Key in your LCS full email address and current password. Click on the Login button.
4. You will be taken to this window.



The screenshot shows a web form titled "Password Change Page". It includes a paragraph of instructions: "Your new password must be 8 characters long or longer and have at least: one capital letter, one lowercase letter, & one number. You must use a new password, your current password can not be the same as your new password." Below the instructions are four input fields: "Email Address:" (with the value "jtart.sl@lee.k12.nc.us"), "Current password:", "New password:", and "New password (again):". At the bottom are two buttons: "Change Password" and "Cancel".

5. Key in your current password. Key in your new password and key it in again in the applicable fields. The password must be minimum 8 characters, at least one uppercase, one lower, and one number.

6. If you have successfully changed your password the next window will display. You may close the window.

Password Change Page

Your new password must be 8 characters long or longer and have at least:
one capital letter, one lowercase letter, & one number.
You must use a new password, your current password
can not be the same as your new password.

The password for jtart has been changed.
An informational email as been sent to jtart.sl@lee.k12.nc.us.
.It can take up to 20 minutes for all accounts to reflect the new password change.

Email Address:	<input type="text" value="jtart.sl@lee.k12.nc.us"/>
Current password:	<input type="password"/>
New password:	<input type="password"/>
New password (again):	<input type="password"/>

You should receive an information email confirming your password change.

