# HOW TO LOGIN to Schoolwires
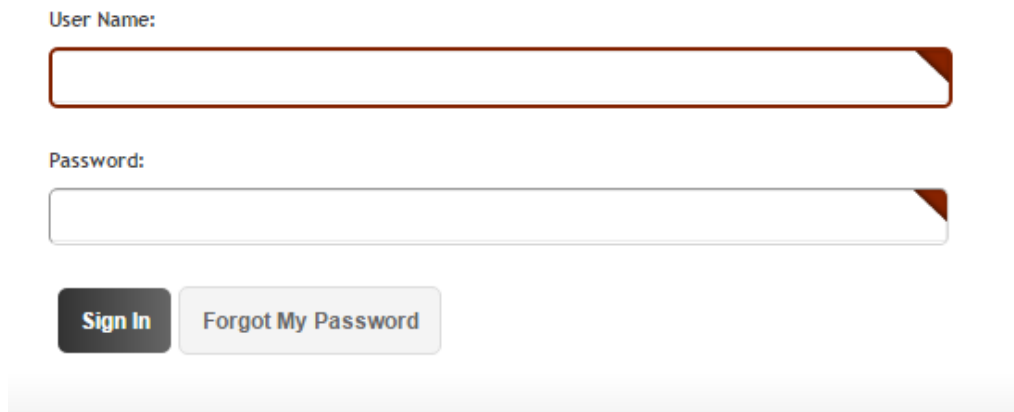
On the **School Home Page**, click the [Sign In] button found in the upper right area of your screen.   Enter your username and password.

*NOTE:*  Initial Usernames are your email prefix, *i.e.,* **mtatum.ls**.  Initial Passwords are provided during your hiring orientation.
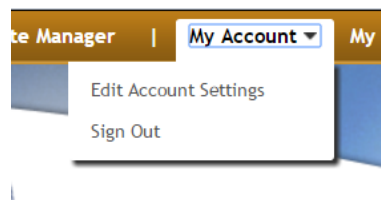


If you have forgotten your password, choose the **FORGOT MY PASSWORD** option on the login screen.   Enter your username and a password reset link will be automatically sent to your school email address.  Check your email and follow the link.

# HOW TO CHANGE YOUR PASSWORD

Sign into Schoolwires and click **MY ACCOUNT – EDIT ACCOUNT SETTINGS**



From the **MY ACCOUNT Menu**, select [Change Password] and enter the requested information.

## Hi, Mary Tatum!

Update your personal information and account settings below.

**Information**

**E-Alert Settings**

**Subscriptions**

**PassKey Accounts**

**School Associations**

**Connected Services**

**Change Password**

**Delete Account**

### Change Password
Your password can be up to 50 characters and is case-sensitive.

Current Password:

New Password: (?)
The strongest passwords contain a mixture of upper and lower case letters, numbers and special characters.

Confirm New Password:

[Change Password]

Once you have submitted the change, you will receive a confirmation email from Sharon Spence

**sspence@lee.k12.nc.us**
to me

Hello Mary!

You just changed the password associated with your account on http://www.lee.k12.nc.us/.

If you did not request this password change, please contact your site administrator at sspence@lee.k12.nc.us.

Sincerely,

Lee County Schools

**NOTE:** Usernames and Passwords can be changed by each individual. If you make any changes, please record and save this information in a safe place.