1. Go to [www.qcsd.org/reset]

2. Enter your Domain Username. This is your email address.

3. Click ‘Go’.

4. Enter your Domain (network) Password:

5. Click ‘Continue’.

6. You will be directed to a welcome screen. Click ‘Continue’. (below; left)

7. Select an image that will be easy for you to remember. (above; right)

8. Enter the last 6 digits of your SSN.

9. Re-enter the last 6 digits of your SSN.

10. Click ‘Finish’.

(See next page.)
11. You have now successfully setup your SysOp Identity profile.

**Note:** This screen indicates how long you have until your password expires. Board policy is to reset your password every 90 days.

**Note:** Steps 1-11 will only have to be completed one time. After an account is created, teachers can simply sign in with their account information and change their password.

12. Click ‘**Change My Password**’, then enter your current password and click ‘**Go**’. (*If you cannot remember your password, click “Can’t Remember Password”.*)

13. Enter and then Re-enter a new password. Click ‘**Go**’.

**Your password has now been reset.**